PONY

سلسلة كتب الأستاذ

5th

Primary
Second Term

مادة أساسية
مضافة للمجموع

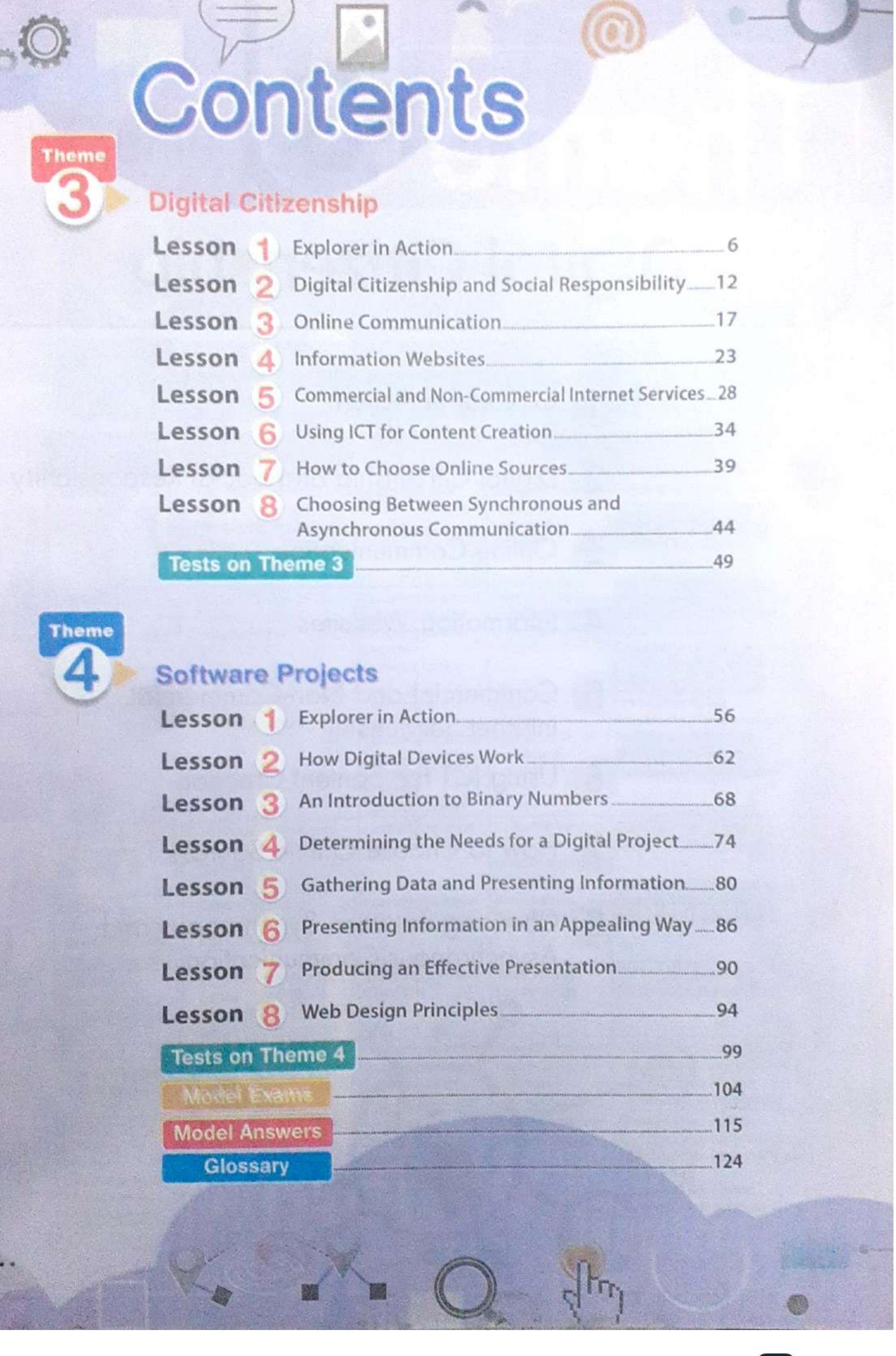
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ICT

Information and
Communication
Technology





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Digital Citizenship

Essential Question: How can ICT tools help us connect with people all over the world?

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• The importance of digital citizenship. • Identifying digital platforms to share and store information • Environmental concerns	**Learn to know:** Problem-solving	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** National unity; loyalty and belonging **Globalization issues:** Digital citizenship
LESSON 2 Digital Citizenship and Social Responsibility	• Social responsibility • Corporate social responsibility	**Learning to know:** Critical thinking **Learning to live together:** Communication	**Personal values:** Independence Co-existence values: respect	**Globalization issues:** Technological awareness, digital citizenship **Citizenship values:** Awareness of rights and responsibilities, belonging
LESSON 3 Online Communication	• Tone of online communication	**Learning to do:** Decision-making **Learning to know:** Critical thinking **Learning to live together:** Communication	**Academic values:** Appreciation of technology	**Environment and development issues:** social Participation **Globalization issues:** Technological awareness
LESSON 4 Information Websites	• Information websites • Helpful website features • Website creation	**Learning to know:** Problem-solving	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 5 Commercial and Non-Commercial Internet Services	• Commercial and non-commercial internet services	**Learning to know:** Critical thinking	**Work values:** Perseverance	**Globalization issues:** Technological awareness
LESSON 6 Using ICT for Content Creation	• Collections - Microsoft Edge • Writing help - Microsoft Editor	**Learning to know:** Creativity	**Work values:** Cooperation	**Globalization issues:** Technological awareness
LESSON 7 How to Choose Online Sources	• Using sources for research	**Learning to know:** Problem-solving **Learning to do:** Decision-making	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** National unity; loyalty and belonging **Globalization issues:** Technological awareness
LESSON 8 Choosing between Synchronous and Asynchronous Communication	• Synchronous & asynchronous Communication	**Learning to live together:** Communication **Learning to do:** Productivity	**Live with others values:** Sharing	**Globalization issues:** Civilizational communication **Globalization issues:** Digital citizenship **Globalization issues:** Technological awareness





Explorer in Action

Peg Keiner



» She is from Chicago in the United States and works as:

1. A National Geographic Explorer.
2. A Global Goals Ambassador in for United Nations Association Chicago Chapter.
3. The Director of Innovation at a school in Chicago.



بيج كينر

» من مدينة شيكاغو في الولايات المتحدة الأمريكية، وتعمل:

1. مستكشفة في منظمة ناشيونال جيوغرافيك.
2. سفيرة للأهداف العالمية لدى الأمم المتحدة.
3. مديرة الابتكار في مدرسة في مدينة شيكاغو.

» *At the start of the COVID-19 pandemic in 2020,*

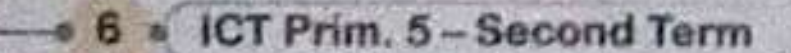
- She noticed there was a lot of litter from COVID PPE (personal protective equipment), such as facemasks and disposable gloves.
- She decided to spread awareness of the dangers of litter.

أثناء تفشي جائحة كورونا:

- لاحظت تراكم كم كبير من مخلفات معدات الوقاية الشخصية (الكمامات الواقية والقفازات المُصممة للاستخدام مرة واحدة).
- قررت المساعدة في نشر الوعي بمخاطر المخلفات.









The role of Ms. Keiner in spreading awareness of the dangers of litter
دور بيج كينر في نشر الوعي بمخاطر المخلفات



1. She used an app called the Debris Tracker,
   - She uploaded the location and the description of the items every time she saw PPE litter.

   في كل مرة لاحظت كينر وجود تجمعات من المخلفات.
   - كانت تستخدم تطبيقات مثل تطبيق «متعقب المخلفات» لتسجيل بيانات مواقع تلك المخلفات.



2. Ms. Keiner wasn't collecting litter data alone, she taught students to use the Debris Tracker, and they collect litter data on and analyzed them.

   لم تكن بيج كينر تجمع بيانات حول المخلفات بمفردها؛ حيث قامت بتعليم التلاميذ كيفية استخدام تطبيق «متعقب المخلفات»، الذين قاموا بدورهم بجمع بيانات المخلفات وتحليلها.

3. On Twitter and Instagram, Ms. Keiner used the hashtag #trackingppe

   أطلقت هاشتاج بعنوان «تعقب معدات الوقاية الشخصية» (trackingppe#) عبر موقعَي تويتر وإنستجرام.



4. She piloted social media campaigns to encourage followers in 60 countries to collect PPE debris and data.

   أطلقت كينر حملات عبر منصات التواصل الاجتماعي لحث متابعيها في 60 دولة على جمع مخلفات معدات الوقاية الشخصية وبيانات حولها.

» Eventually, there was a lot of data about PPE litter in the Debris Tracker.

مؤخرًا أصبح هناك كم هائل من البيانات حول مخلفات معدات الوقاية الشخصية على تطبيق «متعقب المخلفات».

The data uploaded by Ms. Keiner, her colleagues, and her followers are in the form of:

تتوفَّر البيانات التي تجمعها بيج كينر ومتابعوها في شكل:

1. GPS map locations
   مواقع على خرائط نظام تحديد المواقع العالمي gps.
2. Infographics showing the different kinds of debris
   رسوم بيانية تُوضح الأنواع المختلفة من المخلفات.

» Researchers analyzed this data and used the results, which highlight the effects of PPE debris on life, to request change.

قام الباحثون بتحليل تلك البيانات واستخدموا النتائج؛ لتسليط الضوء على تأثير مخلفات معدات الوقاية الشخصية على الحياة للمطالبة بالتغيير.

Debris Tracker: تطبيق «متعقب المخلفات»

» The user can download it on his phone for free.

» The user can record the location with GPS, and can describe the kind of litter (paper, plastic, etc.).

» The user can view and gather the data on a spreadsheet that includes its:

1. Location 2. Material type 3. Date 4. Name

Then display each type on the map as a blue dot.

» The data is stored and is available for anyone to download and analyze.



« هو تطبيق يمكن للمستخدم تنزيله على الهاتف المحمول مجانًا.

« يتيح التطبيق لك تسجيل بيانات موقع المخلفات بدقة عبر نظام تحديد المواقع العالمي (GPS). كما يتيح لك التطبيق وصف نوع المخلفات (ورق، بلاستيك ... إلخ).

« ويمكن للمستخدمين الاطلاع على تلك البيانات وجمعها في شكل جدول إلكتروني، وتتضمن تلك البيانات: الموقع الجغرافي، ونوع المواد التي صُنعت منها المخلفات، وتاريخ جمع المخلفات، واسمها.

« تعتبر البيانات متاحة للجميع، ويمكن لأي شخص تنزيلها وتحليلها.

The "Go Green" initiative مبادرة (اتحضر للأخضر)



- It is part of the National Sustainable Development Strategy, "Egypt 2030."
- It covers 36 environmental issues and encourages a more responsible attitude toward plastic waste and other debris.

- تأتي هذه المبادرة في إطار الإستراتيجية القومية للتنمية المستدامة مصر ٢٠٣٠.
- وتشمل ٣٦ قضية بيئية، وتُشجع على اتباع نهج أكثر مسئولية في التعامل مع المخلفات البلاستيكية وغيرها من أنواع المخلفات.

Its Goals:

1. Spread awareness of environmental issues.
2. Emphasizes each citizen's role in protecting the environment and natural resources.

أهداف مبادرة اتحضر للأخضر:

- نشر الوعي بالقضايا البيئية.
- التأكيد على دور كل مواطن في حماية البيئة والموارد الطبيعية.



1 Choose the correct answer:

1. Peg Keiner is from ....
   a. New York b. Chicago c. China
2. Ms. Keiner is a Global Goals Ambassador for the ....
   a. United States b. United Nations c. United Emirates
3. Ms. Keiner is .... at a school in Chicago.
   a. the Director of Innovation
   b. an explorer c. an ambassador
4. Personal protective equipment (PPE), such as ....
   a. facemasks b. disposable gloves c. a & b
5. Ms. Keiner used an app called .... to collect data about PPE litter.
   a. the Debris Tracker b. Zoom c. Satellite
6. The Debris Tracker app records the location with ....
   a. VPN b. GPS c. IMS
7. Ms. Keiner piloted social media campaigns on .... to encourage followers to collect PPE
   a. Twitter b. Instagram c. a & b
8. The data uploaded by Ms. Keiner, her colleagues, and her followers is in the form of .... that showing the different kinds of debris.
   a. GPS map locations b. infographics c. a & b
9. The Egyptian Ministry of Environment started "Go Green" initiative in 2019, on the basis of ....
   a. social studies b. social responsibility c. a & b
10. Egypt's "Go Green" initiative spreads awareness of .... issues .
    a. technological b. health c. environmental
11. Ms. Keiner's students collect data on litter and .... them.
    a. share b. analyze c. delete

12. Ms. Keiner used the .... #trackingppe on twitter and Instagram.
    a. posts   b. tag   c. hashtag

2 Put (✓) or (✗):

1. Peg Keiner is a biologist. (   )
2. PPE is an abbreviation for personal protective equipment. (   )
3. The Debris Tracker app can be downloaded on your phone for free. (   )
4. Ms. Keiner was collecting litter data alone. (   )
5. Twitter and Instagram are common social media platforms. (   )
6. Ms. Keiner teaches third- through fifth-grade students to use Instagram. (   )
7. The "Go Green" initiative covers 36 environmental issues. (   )
8. The data uploaded to the Debris Tracker was analyzed and the results were used by researchers. (   )
9. Peg Keiner decided to spread awareness of the dangers of litter. (   )
10. The "Go Green" initiative was started by the Egyptian Ministry of Environment in 2019. (   )
11. The "Go Green" initiative spreads awareness of environmental issues. (   )

3 Complete the following sentences using the words between the brackets:

(Debris Tracker - #trackingppe - PPE - Go Green - Twitter)

1. .... spreads awareness of environmental issues.
2. .... includes facemasks and disposable gloves.
3. Ms. Keiner uses the .... app to upload a lot of data about PPE litter.
4. Ms. Keiner used the hashtag .... and piloted social media campaigns to encourage followers in 60 countries.
5. .... is one of the famous social media platforms.





Digital Citizenship and Social Responsibility

Digital Citizenship المواطنة الرقمية

» You've previously learned about the rights and responsibilities you have as a digital citizen.

« تعلمنا سابقًا عن المواطنة الرقمية، وأن المواطن الرقمي يتمتع بحقوق ومسئوليات.

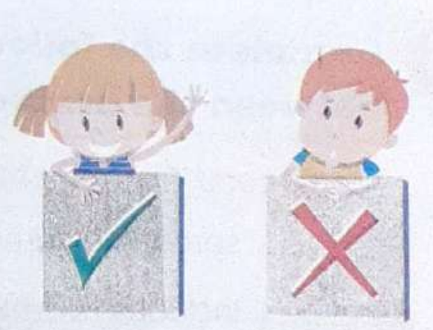
Rights الحقوق



1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

1. الخصوصية.
2. الحماية ضد القرصنة.
3. القدرة على التفاعل مع الآخرين عبر الإنترنت.
4. مشاركة المعلومات والحصول عليها عبر الإنترنت.
5. القدرة على استخدام الإنترنت عندما تحتاج إلى ذلك.

Responsibilities المسئوليات



1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in interactions with others.
4. Ensure safe sharing online.

1. احترام خصوصية الآخرين.
2. احترام المصادر المتنوعة.
3. إظهار سلوك إيجابي في التعامل مع الآخرين.
4. الحرص على التشارك الآمن عبر الإنترنت.

Social Responsibility المسئولية الاجتماعية

» Peg Keiner uses social media to spread information about how to safely get rid of the problem of PPE in the environment.

تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول كيفية التخلص الآمن من معدات الوقاية الشخصية في البيئة.



How to use the internet to help others:

1. Contribute in social activities that help solve social issues, such as:
   1. Improving health care
   2. Fighting pollution
   3. Fighting the factors affecting climate change
2. Express your opinions in a positive way. (Think about how you would communicate with people in person and how to respect their opinions.)
3. Make sure the information you share, and its purpose, are clear
4. You may have information sources like videos or articles, about a cause. Be sure that they are accurate and easy to understand.
5. Being socially responsible also includes being mindful of the websites you use. If a site is spreading false or harmful information, either through their own content or content they advertise, stop visiting that site.

1 المساهمة في الأنشطة الاجتماعية التي تساعد في بعض القضايا الاجتماعية مثل:

1 تحسين الخدمات الصحية. 2 مكافحة التلوث. 3 مكافحة العوامل المؤثرة في تغيرات المناخ.

2 التعبير عن رأيك بإيجابية، وفكِّر في كيفية التواصل مع الآخرين مباشرة واحترم رأيهم.

3 الحرص على وضوح المعلومات التي تشاركها والغرض منها.

4 إذا كان لديك مصادر معلومات حول موضوع أو قضية معينة مثل:
(مقاطع الفيديو أو المقالات)، فيجب عليك التأكد من أن المصادر دقيقة ويسهل فهمها.

5 الانتباه إلى المواقع الإلكترونية التي تستخدمها، والتوقف عن زيارة المواقع الإلكترونية التي تنشر معلومات مزيفة أو ضارة، سواء من خلال المحتوى الخاص به أو المحتوى الإعلاني الذي يتضمنه.

Corporate Social Responsibility

المسئولية الاجتماعية للمؤسسات

» Companies also use the internet to help others, by:

1. Addressing environmental concerns
2. Supporting important causes. This is called corporate social responsibility (CSR).

Today, many companies include CSR tasks as part of their business plans to provide help to communities around the world.

يمكن للمؤسسات أيضًا استخدام الإنترنت لمساعدة الآخرين عن طريق:

1. معالجة القضايا البيئية.
2. تقديم الدعم للقضايا المهمة.

في يومنا هذا، تدرج العديد من المؤسسات المهام ذات الصلة بالمسئولية الاجتماعية ضمن خطط أعمالها لمساعدة المجتمعات المحلية في كافة أنحاء العالم.



1 Choose the correct answer:

1. The ability to engage with others online is one of my .... as a digital citizen.
   a. responsibilities   b. rights   c. privacy
2. One of the responsibilities you have as a digital citizen is to ....
   a. ensure safe sharing online.
   b. respect various sources   c. a&b
3. You can access information online as this is one of your .... as a digital citizen.
   a. responsibilities   b. rights   c. privacy
4. You should exhibit .... behavior in interactions with others online.
   a. positive   b. negative   c. a&b
5. Respecting others' privacy is one of your .... as a digital citizen.
   a. rights   b. responsibilities   c. piracy
6. One of the ways to respect online sources is .... them.
   a. to ignore   b. by crediting   c. to download
7. Peg Keiner uses .... to spread information about how to safely get rid of the problem of PPE.
   a. social media   b. WhatsApp   c. the EKB
8. You can use the internet via .... to help others and contribute in social activities.
   a. YouTube   b. social media   c. the EKB
9. There are many information sources online, such as ....
   a. videos   b. articles   c. a&b
10. Make sure the information you share and its purpose are ....
    a. clear   b. unreliable   c. personal
11. If a site is spreading false or harmful information, you should ....
    a. proceed visiting that site
    b. stop visiting that site.   c. stop visiting the internet

12. Companies help others by addressing environmental concerns or supporting important causes. This is called ....

    a. CSR   b. GPR   c. PPE

13. Many companies include CSR tasks as part of their ....

    a. money plan   b. business plan   c. corporate plan

2 Put (✓) or (✗):

1. One of my responsibilities as a digital citizen is protection from piracy. ( )
2. As a digital citizen, you have the right to use the internet whenever you want.. ( )
3. You shouldn't exhibit positive behavior in interactions with others. ( )
4. Peg Keiner uses Twitter to help people safely get rid of the problem of PPE. ( )
5. The factors affecting climate change are considered one of the most important social issues. ( )
6. You should spread false information. ( )
7. Being socially responsible includes being don't care of the websites you use. ( )
8. Be sure not to spread false information. ( )
9. Corporates use the internet to help others. ( )
10. CSR is an abbreviation for corporate social responsibility. ( )

3 Complete the following sentences using the words between the brackets:

(fighting pollution - Privacy -positive- CSR - Respecting other's privacy)

1. .... is one of your rights as a digital citizen.
2. .... is one of your responsibilities as a digital citizen.
3. You should exhibit .... behavior in interactions with others.
4. We have social responsibility to help solve social issues, such as ....
5. .... means that companies support others by supporting important causes.



Online Communication

If you're communicating with a teacher, or a person of authority,



1. **Be polite** and respectful.
2. **Use titles**, for example, Mr., Mrs., or Dr.
3. **Avoid** making jokes.
4. **Introduce yourself** if you haven't met the person you're writing to yet.
5. **Be clear** about what your message is about.
   State your reason for sending the message up front.

إذا كنت تتواصل مع معلم أو شخص مسئول عبر الإنترنت:

1. كن مهذبًا.
2. استخدم الألقاب مثل: السيد أو السيدة أو الدكتور.
3. تجنَّب الأسلوب الفكاهي.
4. احرص على تعريف نفسك إذا لم تقابل الشخص الذي تراسله من قبل.
5. كن واضحًا بشأن موضوع رسالتك، واذكر في المقدمة السبب الذي دفعك لإرسال الرسالة.

If you're communicating with a peer or classmate you don't know well,

Be sure to use their full first name. Don't abbreviate it or use nicknames.

- These **abbreviations** or **nicknames** are only appropriate between **close friends**.

إذا كنت تتواصل مع قرين أو زميل لك في الفصل لا تعرفه جيدًا:

- احرص على استخدام اسمه الأول كاملًا من دون اختصارات أو أسماء مستعارة.
- يكون استخدام الاختصارات أو الأسماء المستعارة مناسبًا فقط بين الأصدقاء المقربين.

If you're communicating with a friend or a family member,

1. Remember to always be **respectful**.
2. It's ok to be more casual in tone.

ثالثًا: إذا كنت تتواصل مع صديق أو أحد أفراد الأسرة:

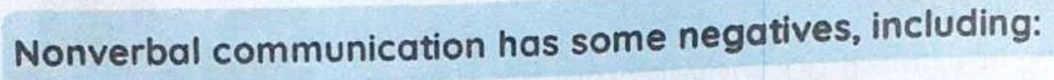
- تذكر دائمًا أن تكون مهذبًا.
- يمكن أن يكون أسلوب التواصل غير رسمي عند الكتابة إلى صديق أو أحد أفراد الأُسرة.

- When you are on a video call, your emotions will be visible to everyone.

  عندما نتحدث عبر الفيديو نُظهر مشاعرنا وانفعالاتنا للجميع.

- Feelings are sometimes more difficult to convey through written messages.

  من الصعب نقل المشاعر والانفعالات عبر الرسائل النصية أحيانًا.



Nonverbal communication has some negatives, including:

1. It doesn't explain tone of voice, gestures, posture, and eye contact.
2. The meaning can be misinterpreted negatively. So, it's important to be positive when communicating online.

للتواصل غير الشفهي عبر الإنترنت بعض السلبيات، منها:

- أنه لا يوضح نبرة الصوت والإيماءات والتواصل البصري.
- يمكن إساءة فهم المعاني سلبيًا؛ لذلك من المهم أن نكون إيجابيين عند التواصل عبر الإنترنت.











Positive Online Communication

How to be positive when communicating online.

1 Use positive words:

Set a positive tone with words, such as can and will.

2 Avoid negative words:

Such as can't, won't, and unfortunately.



Be conversational



Add warmth to your words using:

1. Familiar words
2. Contractions
3. Personal pronouns
4. Simple sentence structure

But be careful; you'll still need to use full sentences, proper grammar, and correct spelling.



Use emojis:

- Emojis add tone and emotion.
- In more formal situations, it's usually safe to use one or two positive emojis.

If you're unsure, only use emojis if the person you are communicating with uses them first.



Begin and end with positive phrases:

Use friendly or encouraging phrases, such as How are you?



Assume the best:

- It's easy to misinterpret online communication in a negative way.
- When this happens, try to identify what the person meant, rather than assuming they meant to be negative or hurt your feelings.

كيف تكون إيجابيًا عند التواصل مع الآخرين؟

1. استخدم كلمات إيجابية: • اجعل للكلام نبرة إيجابية باستخدام كلمات إيجابية مثل: أستطيع وسأفعل.
2. تجنَّب الكلمات السلبية مثل: لا أستطيع، ولن أفعل، وللأسف.
3. كن حواريًا: أضف المودة إلى كلامك باستخدام: كلمات مألوفة - اختصارات - ضمائر شخصية - تركيب جُمَل بسيطة.
   - تذكر أن تستخدم جُمَلًا كاملة وقواعد نحوية وإملائية صحيحة.
4. استخدم الرموز التعبيرية:
   - تضيف الرموز التعبيرية النبرة والمشاعر. • في المواقف الأكثر رسمية يمكن استخدام رمز تعبيري إيجابي أو اثنين.
   - في حالة عدم تأكدك، يمكنك استخدام الرموز التعبيرية إذا استخدمها الشخص الذي تتواصل معه أولًا.
5. استخدم العبارات الإيجابية في البداية والنهاية:
   - استخدم العبارات اللطيفة والتشجيعية مثل: كيف حالك؟ أعجبتني أفكارك لمشروعنا، إجازة سعيدة!
6. افترض الأفضل:
   - من السهل إساءة فهم التواصل عبر الإنترنت سلبيًا. عندما يحدث ذلك، حاول أن تُحدِّد قصد الشخص، بدلًا من افتراض أنه قصد شيئًا سلبيًا، أو قصد أن يؤذي مشاعرك.



1 Choose the correct answer:

1. If you're communicating with your teacher, you should use ....
   a. jokes b. titles c. his first name
2. If you haven't met the person you're writing to, state your reason for sending the message ....
   a. up front b. back-end c. downward
3. When you're communicating with a person of authority, you should ....
   a. be respectful b. avoid making jokes c. a&b
4. If you're communicating with a peer you don't know well, be sure to use their ....
   a. first name b. nick names c. abbreviations
5. If you are writing to a person that you have never met, you should .... yourself first.
   a. introduce b. produce c. engage
6. It's ok to be casual in tone, if you're communicating with ....
   a. a person in authority
   b. a family member
   c. an unknown person
7. When you are making a video chat with your friend, your emotions will be ....
   a. visible
   b. invisible
   c. no correct answer

8. In nonverbal communication like sending text messages, the meaning may be ....
   a. interpreted successfully
   b. misinterpreted negatively
   c. clear
9. Nonverbal communication doesn't show ....
   a. eye contact b. gestures or posture c. a&b
10. Even in more formal situations, it's usually safe to use .... positive emojis.
   a. zero b. one or two c. more
11. You can be conversational when you are communicating online using ....
   a. familiar words that add warmth b. contractions
   c. a&b

2 Put (✓) or (✗):

1. Be polite and respectful when communicating with your grandfather. (   )
2. Be clear about your message, when writing to someone for the first time. (   )
3. Use nicknames if you're communicating with a classmate you don't know well. (   )
4. Abbreviations and nicknames are appropriate to communicate with strangers. (   )
5. You should always be respectful when communicating with others. (   )
6. You can be more casual in tone with your teacher. (   )
7. When you are writing a message, your emotions will be visible to everyone. (   )
8. When you are on a video call, your feelings are invisible. (   )

9. Nonverbal communication is lost online. ( )
10. In formal situations, you should not use emojis. ( )
11. If you're not sure of using emojis, only use them if the person you are communicating with uses them first. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Use titles	a. if you're communicating with a classmate you don't know well.
2. You can be more casual in tone.	b. if you haven't met the person you're writing to.
3. Don't abbreviate the name	c. if you're writing to your friend.
4. Introduce yourself	d. when communicating online.
5. Avoid negative words	e. when you are communicating with a teacher.

1. .... 2. .... 3. ....
4. .... 5. ....



Information Websites

Examples of reliable online libraries

- Egyptian Knowledge Bank

Egyptian Knowledge Bank
بنك المعرفة المصري

- The Alexandria Digital Library

BIBLIOTHECA ALEXANDRINA
مكتبة الإسكندرية

The Egyptian Knowledge Bank (EKB) offers:

The world's largest collection of online educational resources, including

- Articles المقالات
- Dictionaries القواميس
- Encyclopedias الموسوعات
- Books الكتب
- Videos مقاطع الفيديو
- Audios الصوتيات
- Interactive files الملفات التفاعلية

- Content suitable for all ages.
- Safe and accurate sources.
- Free access for all Egyptian citizens.
- Files can be downloaded to your device.
- Material that is subject to copyright.

- محتوى مناسب لجميع الأعمار.
- مصادر آمنة ودقيقة.
- يتيح استخدامًا مجانيًا لجميع المواطنين المصريين.
- إمكانية تنزيل الملفات على أجهزتك الخاصة.
- مصادر تخضع لحقوق النشر.

Helpful website features

1 Search engines inside the website:

- They are found directly within a web page.
- They provide results based on what you type in the field.
- The EKB and ADL content have specialized search engines.

2 Menus:

- They help you to find information.
- They help you to avoid scrolling and spending too much time looking for general information.
- They include clear titles and content information.

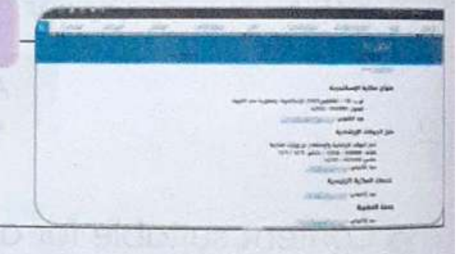
3 Icons:

- They can be clicked to reach other sections or webpages.



4 Contact and About fields are easy to find:

- Visitors can contact or learn more about the people involved in a website.



5 Links:

- "About link" may include taglines – short pieces of information to provide an overall theme of the website.

سمات المواقع الإلكترونية المفيدة:

1. **محركات البحث داخل الموقع:**
   - توجد داخل الموقع مباشرة في صفحة الويب. • تقدم نتائج بناء على ما تكتبه في الحقل.
   - يحتوي بنك المعرفة المصري ومكتبة الإسكندرية الرقمية على محرك بحث متخصص خاص بهما.
2. **القوائم:**
   - تساعدك القوائم في العثور على المعلومات.
   - تساعدك في تجنُّب التمرير وهدر الوقت في البحث عن معلومات عامة.
   - تتضمن عناوين واضحة ومعلومات خاصة بالمحتوى.
3. **الأيقونات:** يمكنك النقر على أيقونات (في شكل صور) داخل الموقع للوصول إلى أقسام أو صفحات ويب أخرى.
4. **رابط «تواصل معنا»:** من خلاله يمكن لمستخدمي الموقع الإلكتروني الاتصال أو معرفة المزيد حول المشاركين في الموقع الإلكتروني.
5. **رابط «عن الموقع»:** يتضمن رابط «عن الموقع» عبارات توضيحية، وهي فقرات قصيرة من المعلومات تُقدم لمحة عامة عن الموقع الإلكتروني.

Website Creation

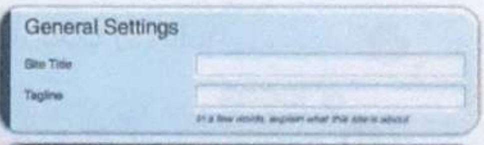
- Software programs like WordPress are used to create websites.
- Website creation steps:
  - Choose a blank template or choose one of the software's pre-loaded templates.
  - Once you choose a template to work with, you will be able to access free design tools to create your website.
  - Be sure to consider the photos and videos, and font size/type if you want your site to be user friendly and visually appealing.

خطوات إنشاء موقع إلكتروني:

1. اختر نموذجًا فارغًا أو أحد نماذج البرنامج المحملة مسبقًا.
2. بعد اختيارك للنموذج ستتمكن من الوصول إلى أدوات تصميم مجانية لإنشاء موقعك الإلكتروني.
3. لكي يكون موقعك سهل الاستخدام وجذابًا من حيث الشكل، عليك مراعاة الصور ومقاطع الفيديو وحجم الخط ونوعه.

A home page is the first screen a visitor will see when visiting your site.

1. Write your suggested website's title and a tagline to explain what it's about.

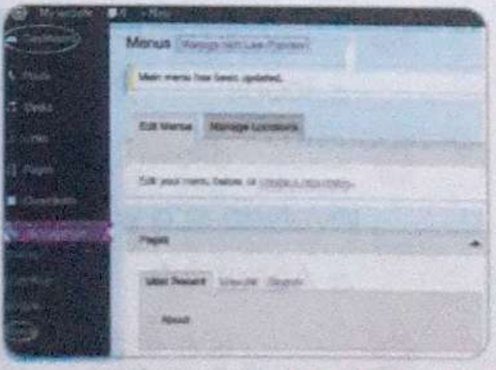


2. Design your home page.

Make sure it's appealing and your theme is clear. Also, add a Contact and About Me page on the website.



3. Add menus for easy navigating.



الصفحة الرئيسية: هي الشاشة الأولى التي يراها الزائر عند الدخول إلى الموقع الإلكتروني.

خطوات إنشاء الصفحة الرئيسية لموقع إلكتروني:

1. اكتب عنوانًا مقترحًا لموقعك الإلكتروني، والشعار الترويجي الخاص به؛ لتوضيح محتواه. 2. صمِّم صفحتك الرئيسية.
- احرص على أن تكون جذابة. • احرص على أن يكون موضوعك واضحًا. • أضف صفحة (تواصل معنا) و(من نحن) على الموقع.
3. أضف (قوائم) لسهولة التنقل داخل الموقع.



1 Choose the correct answer:

1. .... is an example of reliable online libraries
   a. Alexandria Digital Library
   b. Egyptian Knowledge Bank
   c. a & b
2. .... provides one of the largest collection of online educational resources all over the world.
   a. The EKB   b. Wikipedia   c. ADL
3. The EKB and ADL websites have specialized ....
   a. personal information
   b. search engine   c. a &b
4. .... help(s) you to save time and find information easily.
   a. Icons   b. Menus   c. URL
5. You can click on .... to reach other sections or webpages.
   a. icons   b. menus   c. About link
6. Egyptian Knowledge Bank has content suitable for ....
   a. children only   b. teachers only   c. all ages
7. .... includes short pieces of information about the website.
   a. Icons   b. Menus   c. About link
8. .... allow(s) visitors to contact or learn more about the people involved in a website.
   a. About link   b. Contact link   c. a&b
9. .... is a software programs that is used to create websites.
   a. WordPress   b. Excel   c. PowerPoint
10. When you start creating your website, you can choose ....
    a. a blank template   b. a pre-loaded template   c. a&b

2 Put (✓) or (✗):

1. The Alexandria Digital Library is considered one of the unreliable online resources. ( )
2. EKB includes articles, dictionaries, encyclopedias, and videos. ( )
3. The Egyptian Knowledge Bank allows free access to all Egyptian citizens. ( )
4. Helpful websites have search engines inside the website. ( )
5. You can't download files from the EKB website. ( )
6. The EKB offers material that is subject to copyrights. ( )
7. Contact and About fields are difficult to find. ( )
8. The EKB has safe and accurate resources. ( )
9. It is recommended to make your site visually appealing and be user friendly. ( )
10. Websites menus waste more time when you search for information. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 EKB	a. Click on it to reach other sections or webpages.
2 Icon	b. You can choose it, when you start creating your website.
3 Menu	c. Save your time when you are looking for general information.
4 WordPress	d. It's a software that is used to create websites.
5 A blank template	e. It contains reliable and accurate resources.

1 .... 2 .... 3 .... 4 .... 5 ....



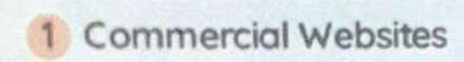
Commercial and Non-Commercial Internet Services





- People's opinions of products or services may affect your decision to buy or use them.

قد تؤثر آراء الأشخاص حول المنتجات أو الخدمات على قرارك بشرائها أو استخدامها.



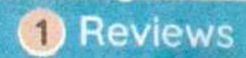
	1 Commercial Websites	2 Non-Commercial Websites
Purpose	To sell products or services. بيع المنتجات أو تقديم الخدمات.	To provide information or raise awareness on an issue. توفير المعلومات أو التوعية حول مسألة ما.
Example	Amazon website  	Egyptian Knowledge Bank 

Notes:

- Commercial websites include customer reviews, which can be helpful to both the business and the customer.
- Reviews help customers decide if they want to buy a particular product or not.

* تتضمن المواقع التجارية جزءًا مخصصًا لتعليقات العملاء وآرائهم مما يفيد المشروع والعميل.
* تساعد تعليقات العملاء وآراؤهم العملاء الآخرين في اتخاذ قرار شراء منتج معين أم لا.

We can get information about any product from



2 Advertisements



Fake reviews:

- Some businesses want to make their products seem more appealing, so they write their own positive reviews or have family or friends do it.
- Sometimes a rival business will post negative reviews under a false name on their competitors' sites to prevent potential customers from making a purchase.

التعليقات والتقييمات الوهمية

- تكتبها الشركة بنفسها أو يطلب أعضاؤها من أفراد أسرهم أو أصدقائهم كتابة تعليقات إيجابية للترويج لمنتجات الشركة.
- في بعض الأحيان، تنشر شركة منافسة تعليقات سلبية تحت أسماء مستعارة على المواقع الإلكترونية لمنافسيهم؛ بغرض منع العملاء المحتملين للشركة التي ينافسونها من شراء المنتجات.

Notes:

- Some reviews may not be entirely fake, but they may be misleading.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product or service's true value.

- قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنها قد تكون مضللة.
- لا يجب الوثوق بتعليق أو تقييم يبالغ بالإيجابية أو السلبية.
- الانفعالات المبالغ فيها تجاه المنتجات قد لا تكون مؤشرًا جيدًا لقيمة المنتج أو الخدمة الحقيقية.



2 Advertisements:

» Websites can use information about the sites you visit, and in any online accounts you have, to place advertisements, that are geared towards your:

Interests → Geographic location → Age → Gender

• يمكن لمواقع الويب الحصول على معلومات حول المواقع التي تزورها، وأي حسابات تملكها عبر الإنترنت؛ بغرض وضع إعلانات تتطابق مع: اهتماماتك، موقعك الجغرافي، عمرك، جنسك.

For example:

• Rami likes to watch videos about football, his favorite sport. He also likes electronics and looks up the latest gadgets. When Rami is watching videos online, the advertisements that pop up are often for sporting goods, or computer products.

• يحب رامي مثلًا مشاهدة مقاطع فيديو عن كرة القدم، فهي رياضته المفضلة، كما يحب الأجهزة الإلكترونية ويبحث دائمًا عن الابتكارات الجديدة فيها.

وعندما يشاهد رامي مقاطع فيديو على الإنترنت، فغالبًا ما تتعلق الإعلانات التي تظهر له بالسلع الرياضية أو المنتجات الحاسوبية.

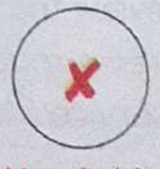
• If you visit a certain website, or focus on a specific brand, that brand might pop up more whenever you visit other websites.

• إذا زرت موقعًا إلكترونيًا معينًا أو ركزت على علامة تجارية معينة، فقد تظهر لك هذه العلامة التجارية أكثر فأكثر كلما زرت مواقع إلكترونية أخرى.

Username: jbd_123

Comment: I would give zero stars if I could. Just awful

1. The username is misleading.
2. One star is a negative rating.

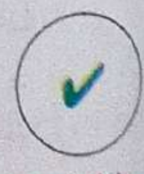


Unreliable

Username: Reem_Salah

Comment: Overall, I like this product. I like how easy it is to use. The plastic seems a little cheap, but the product works well overall. I recommend it.

1. The username is clear.
2. It's a positive comment without exaggeration.



Reliable



1 Choose the correct answer:

1. .... is an example of a commercial website.
   a. EKB   b. Amazon   c. WordPress
2. Commercial websites often include ...., which can be helpful to both the business and the customer.
   a. customer reviews   b. customer services
   c. none of the previous
3. The websites can be divided into ....
   a. commercial websites   b. non-commercial websites
   c. both of the previous
4. Customer reviews help customers decide if they want to .... a particular product or not.
   a. sell   b. buy   c. check
5. The purpose of non-commercial websites is to ....
   a. sell products   b. sell services
   c. provide information
6. Reviews help .... decide if they want to buy a particular product or not.
   a. customers   b. businesses
   c. both of the previous
7. The purpose of commercial websites is to ....
   a. provide information   b. raise awareness   c. sell products
8. .... is an example of non-commercial websites.
   a. EKB   b. Amazon   c. Jumia
9. One of the examples of fake reviews is .... reviews that are written by a business to make their product seem more appealing.
   a. positive   b. negative
   c. both of the previous

10. A rival business can post fake .... reviews on their competitors' sites to prevent potential customers from making a purchase.
   a. positive   b. negative
   c. none of the previous

11. One of the ways usually used to get information about a product is/are ....
   a. reviews   b. advertisements   c. a&b

12. Websites can use information about the sites you visit to show .... about your interests.
   a. reviews   b. advertisements   c. information

13. If someone writes a comment: "It is a very bad product; I wish I could evaluate it with zero!", this is considered a .... comment.
   a. positive   b. negative
   c. none of the previous

2 Put (✓) or (✗):

1. The purpose of non-commercial websites is to sell products or services. ( )
2. Websites are classified into commercial or non-commercial sites. ( )
3. The Egyptian Knowledge Bank is an example of commercial websites. ( )
4. Commercial websites often include customer reviews. ( )
5. A review that's overly positive or negative should be trusted. ( )
6. Amazon is an example of commercial websites. ( )
7. Reviews and comments can affect the products and services positively or negatively. ( )

8. Extreme reactions to products are usually good indicators of a product's true value. (   )
9. We should depend on fake reviews when evaluating products and services. (   )
10. Customers' reviews and comments are useful for developing company's products. (   )
11. We can buy products online from non-commercial websites. (   )

3 Complete the following sentences using the words between the brackets:

(Reviews - Digital Library - Amazon - commercial website - non-commercial websites)

1. We can buy a new book from ....
2. .... are important indicators that help customers buy a product.
3. The purpose of .... is to provide knowledge or raise awareness on an issue.
4. .... is an example of non-commercial websites.
5. The purpose of a .... is to sell products and services.

4 Classify the following websites into commercial or non-commercial internet services:

Website	Commercial	Non-Commercial
ADL		
Amazon		
The Ministry of Education		
EKB		
Jumia & Noon		





Using ICT for Content Creation

Microsoft Edge



» Microsoft Edge is the web browser that comes with Microsoft Windows that helps you browse, search, stream and more.

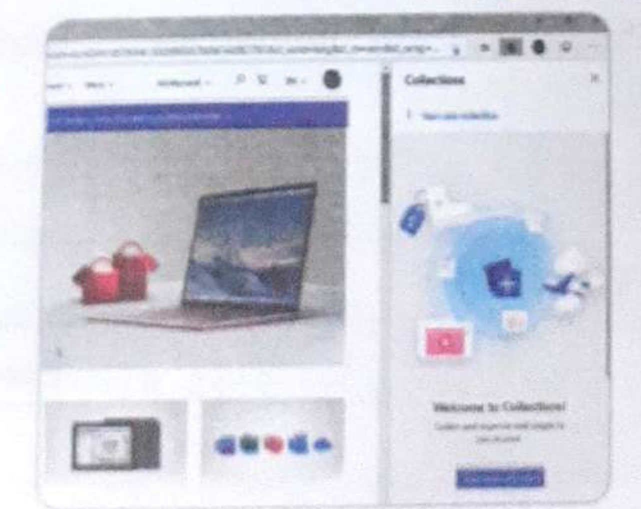
« هو متصفح ويب يرافق نظام ويندوز (مايكروسوفت ويندوز) يساعدك في: التصفح، والبحث، ومشاهدة مقاطع الفيديو وغيرها.

The Collections feature in Microsoft Edge

- It organizes research in one place and on multiple devices.
- You can start a collection for each new project or assignment.
- Within each collection, you can add entire web pages.
- You can also add:
  1 individual videos 2 images (including charts and graphs) 3 text 4 links 5 notes.
- You can also export each collection to other apps, such as Excel and Word.

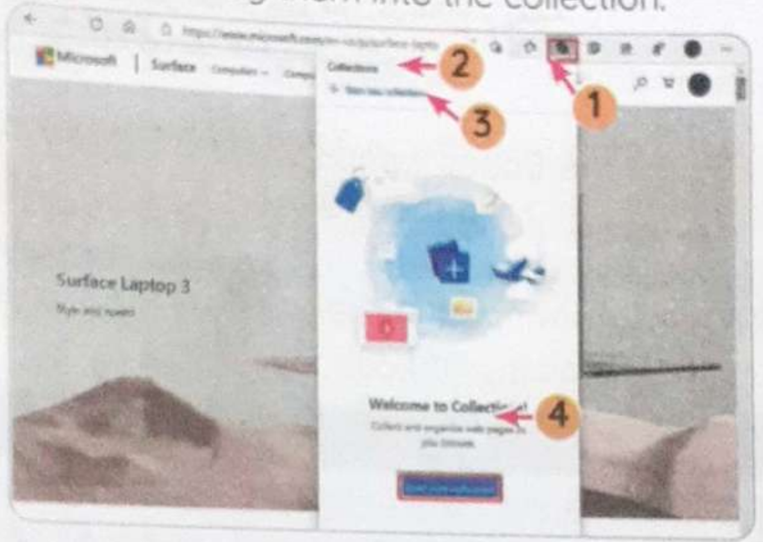
خاصية المجموعات في مايكروسوفت إيدج:

- تنظم البحث في مكان واحد وعلى أجهزة مختلفة.
- يمكنك من خلالها أن تبدأ مجموعة لكل مشروع أو مهمة جديدة.
- داخل كل مجموعة يمكنك أن تضيف صفحات ويب كاملة.
- يمكنك أن تضيف: 1 مقاطع فيديو 2 صورًا (بما فيها المخططات والرسوم البيانية) 3 نصوصًا 4 روابط 5 ملاحظات.
- يمكنك أن تُصدِّر كل مجموعة إلى تطبيقات أخرى مثل: Word وExcel.



To start a collection, you can ask your teacher for help in downloading programs.

- Select Collections on the toolbar.
- Select Start a New Collection.
- Type the title of your collection in the box.
- Add content by selecting Add current page.
- Drag an image into the collection.
- Select text or links and drag them into the collection.



خطوات بدء مجموعة مايكروسوفت إيدج Microsoft Edge:

- حدِّد (المجموعات Collections) الموجودة على شريط الأدوات. • اختر (بدء مجموعة جديدة Start a New Collection).
- اكتب عنوان مجموعتك داخل الإطار.
- أضف محتوى إلى مجموعتك عن طريق اختيار (إضافة الصفحة الحالية Add current page).
- اسحب صورة إلى داخل المجموعة وحدِّد نصوصًا أو روابط واسحبها إلى داخل المجموعة.

Writing Help - Microsoft Editor

» Microsoft Editor is used to check for spelling and grammar.



The Editor will highlight problems, such as

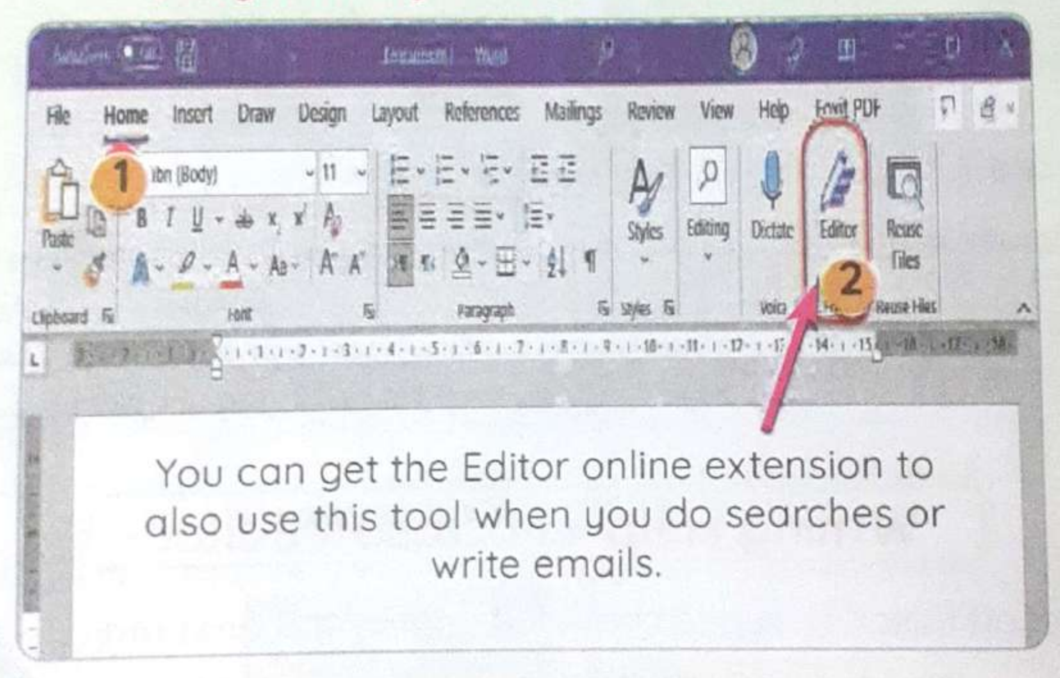
- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation

- Then it makes a suggestion to correct each error.
- You decide whether to accept or ignore each suggestion.
- Other tools (or refinements), such as punctuation conventions and vocabulary are also available.

- يستخدم محرر مايكروسوفت للتحقق من القواعد النحوية والإملائية.
- فيسلط الضوء على بعض المشكلات مثل: أخطاء الأحرف الكبيرة في اللغة الإنجليزية، والجمل المتقطعة، والكلمات أو علامات التنصيص المفقودة أو غير الصحيحة.
- يقترح أيضًا بدائل لمساعدتك في تحرير نصك.
- ثم يقدم اقتراحًا لتصحيح كل خطأ، لكن أنت مَنْ يقرر قبول كل اقتراح أو رفضه.
- تتوفر فيه أيضًا أدوات أو محسنات كعلامات الترقيم والمصطلحات.

Select the Editor icon in Word's toolbar, or in the browser:

- To review possible grammar and spelling errors and refinements.
- To improve clarity, formality, and conciseness.



لاستخدام أداة المحرر في برنامج مايكروسوفت وورد Word تتبّع الخطوات التالية:

- اختر أيقونة «المحرر» Editor من شريط الأدوات في برنامج «وورد Word»، أو من المتصفح:
- لمراجعة الأخطاء النحوية والإملائية المحتملة والمحسنات.
- لإعادة الصياغة للتوضيح والأسلوب الرسمي والإيجاز.



1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Microsoft Word c. Google Chrome
2. The .... feature in Microsoft Edge organizes research in one place.
   a. Selections b. Collections c. toolbar
3. The browser can help you ....
   a. browse b. search c. both of the previous
4. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. antivirus
5. Using the Collections feature in Microsoft Edge, you can add ....
   a. videos b. images c. a & b
6. You can .... each collection to other apps such as Microsoft Word.
   a. import b. export c. download
7. To start a collection in Microsoft Edge, you can select ....
   a. Start new collection b. New webpage c. New file
8. You can use .... to check for spelling and grammar errors.
   a. Microsoft Editor b. Microsoft Excel c. Microsoft Windows
9. You can add .... using the Collections feature in Microsoft Edge.
   a. notes b. links c. a & b
10. The Editor highlights problems, such as ....
    a. capitalization errors b. sentence fragments c. a & b
11. Select the .... in Word's toolbar, or in the browser, to review possible grammar and spelling errors.
    a. Editor icon b. watermark icon c. review menu



2 Complete the following sentences using the words between the brackets:

(Microsoft Edge - Microsoft Windows - Microsoft Editor- Start new collection)

1. You can use .... to start a collection in Microsoft Edge.
2. .... is a browser that can help you browse, search and stream.
3. Some applications, like Microsoft Edge and Microsoft Editor come with ....
4. .... is used to make a suggestion to correct errors.

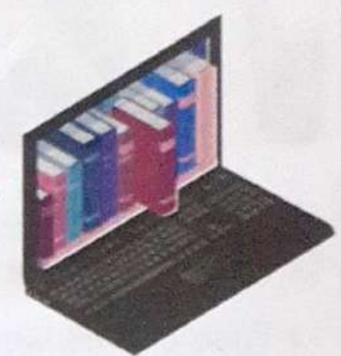


How to Choose Online Sources

» In this lesson, we will take a closer look at how you might use reliable online reference sites for research.

Using Sources for Research

1 Online Libraries:



» They are helpful for searching different media, such as images or videos.
» They sometimes include dictionaries, thesauruses, and encyclopedias.
» These are also on separate sites, too. Make sure they are verified.

Examples of online libraries that have secure and verified information:

- Alexandria Library
- EKB

أولًا: المكتبات الرقمية عبر الإنترنت:

« تفيدك في البحث عن وسائط مختلفة، مثل: الصور ومقاطع الفيديو.
« تحتوي أحيانًا على: قواميس، ومعاجم، وموسوعات.
« وتوجد أيضًا على مواقع منفصلة؛ لذلك احرص على أن تكون مدققة.
« من أمثلة مواقع المكتبات التي تتضمن معلومات آمنة وموثوقة: مكتبة الإسكندرية، وبنك المعرفة المصري.

• A Creative Commons search is a resource to find copyright-free information, but you must be aware of what you find because not all sources posted there are verified or accurate.

• البحث في مواقع الويب يُعد مصدرًا رائعًا للمعلومات غير المحمية بموجب حقوق النشر، ولكن احذر مما تجده فيها؛ لأنه لم يتم التحقق من مصادر المعلومات المنشورة فيها، ومن الممكن أن تحتوي على معلومات غير دقيقة.



2 Online Maps:

- They can provide clear, accurate, and updated directions to the required places, such as Google Maps.
- If you need to display a street or an area map, always check online maps with the help of your ICT or social studies teacher in your school.



ثانيًا: الخرائط الرقمية عبر الإنترنت:

- تُوفِّر الخرائط الرقمية عبر الإنترنت مثل Google Maps اتجاهات واضحة ودقيقة إلى الأماكن المطلوبة.
- يمكن الاعتماد عليها إذا كنت بحاجة إلى استعراض أحد الشوارع أو خريطة منطقة بمساعدة معلم المادة أو معلم الدراسات الاجتماعية في المدرسة.

3 Online Museums:



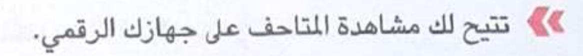
- They can be wonderful reference sites.
- They allow you to view museums digitally.
- They generally include information about each museum.

ثالثًا: المتاحف الإلكترونية عبر الإنترنت:

- يمكن أن تكون مواقع مرجعية رائعة.
- تتيح لك مشاهدة المتاحف على جهازك الرقمي.
- تتضمن بشكل عام معلومات حول كل متحف.

4 Specialized Search Engines:

- Specialized search engines, such as Google or Bing are very useful.
- Try to use appropriate keywords in your search; otherwise some results might not be relevant.
- General search engines may lead you to unreliable pages or even worse, unsafe pages.



رابعًا: محركات البحث المتخصصة:

- محركات البحث المتخصصة مفيدة جدًّا، ومن أمثلتها: Google وBing.
- عند قيامك ببحث عبر الإنترنت استخدم كلمات مفتاحية مناسبة، وإلا قد لا تكون بعض النتائج ذات صلة.
- قد تقودك محركات البحث العامة إلى صفحات غير موثوقة أو إلى صفحات غير آمنة.

5 A Website's Meta Information:

- They include meta information, such as keywords and information about the site, and what it contains.
- When you use a search engine and get a set of results, the information that is below each link is the meta information for the site.
- This allows you to read more about the site before clicking on the link.

At the bottom of websites, there is usually information, such as:

- A copyright notice
- Logo
- Contact information
- Social media icons

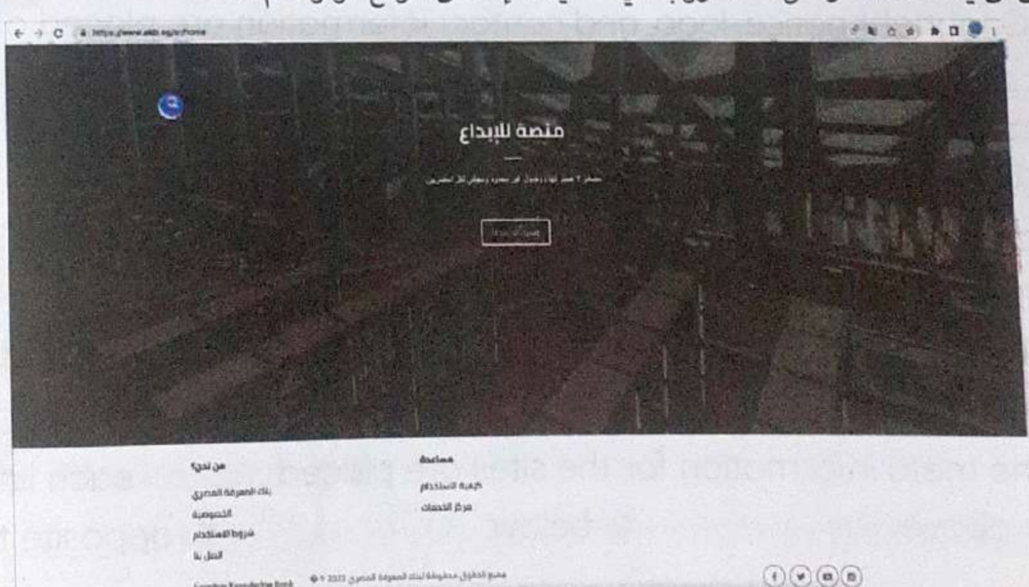
- Clicking on these links can help you decide if the site is reliable or not.

خامسًا: المعلومات الوصفية للموقع:

- تتضمن المواقع الإلكترونية معلومات وصفية، مثل: • الكلمات المفتاحية. • معلومات حول الموقع وما يحويه.
- عندما تستخدم محركًا بحثيًا وتحصل على مجموعة من النتائج، فإن المعلومات الواردة تحت كل رابط هي المعلومات الوصفية للموقع.
- تعطيك المعلومات الوصفية فرصة لقراءة المزيد عن الموقع قبل النقر على الرابط.
  - يحتوي الجزء السفلي من المواقع الإلكترونية على:

1 عبارة حقوق النشر.
2 شعار الموقع.
3 معلومات للاتصال بالموقع.
4 أيقونات وسائل التواصل الاجتماعي.

- يمكن أن يساعدك النقر على هذه الروابط في تحديد ما إذا كان الموقع موثوقًا أم لا.







1 Choose the correct answer:

1. Online libraries may include ....
   a. dictionaries b. encyclopedias c. all the previous
2. A Creative Commons search is a resource to find .... materials.
   a. copyright-free b. protected c. digital
3. Online libraries, such as .... have secure and verified information.
   a. Wikipedia b. Alexandria Library
   c. social media
4. .... provide clear and accurate directions to the required places.
   a. Online libraries b. Online museums c. Online maps
5. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries b. Meta information
   c. Egyptian Knowledge Bank
6. .... are reference sites that allow you to view museums digitally.
   a. Online libraries b. Online museums c. Online maps
7. .... are helpful for searching different media, such as images or videos online.
   a. Online libraries b. Online museums c. Online maps
8. Copyright notice, logo, and contact information are placed at the .... of the website.
   a. top b. middle c. bottom
9. We can use specialized search engines, such as ....
   a. Bing b. Google Chrome c. a & b
10. The meta information of the sites includes ....
    a. keywords b. information about the site
    c. a & b
11. The meta information for the sites are placed .... each link.
    a. above b. below c. opposite to

2 Put (✓) or (✗):

1. Online libraries are helpful for searching different media, such as images or videos. ( )
2. The sources of online libraries are verified and accurate. ( )
3. Google Maps are considered accurate and are regularly updated. ( )
4. General search engines are useful and lead you to reliable pages. ( )
5. All online information is trusted. ( )
6. Online libraries sometimes include dictionaries, thesauruses, and encyclopedias in the same site. ( )
7. You can visit museums digitally through online museums. ( )
8. One of the most famous search engines is Bing. ( )
9. It is not necessary to use appropriate keywords in your search. ( )
10. To display an area map, you can check online maps with the help of your teacher. ( )
11. Specialized search engines may lead you to unreliable or unsafe pages. ( )
12. Clicking on the links at the bottom of websites can help you decide if the site is reliable or not. ( )

3 Complete the following sentences using the words between the brackets:

(Google or Bing - meta information - Online museums - Online maps - Online libraries)

1. .... generally include information about each museum.
2. .... such as Alexandria Library and EKB have secure and verified information.
3. A website's .... tells you keywords and information about the site, and what it contains.
4. Specialized search engines, such as .... are very useful to look for information online.
5. .... provide clear and accurate directions to the required places.





Choosing Between Synchronous and Asynchronous Communication

Online Communication

Synchronous Communication



Asynchronous Communication



1 Synchronous Communication

- It is a real-time communication between people.
- Everyone interact and take in information at the same time using digital tools.

Digital tools for synchronous communication include

Video chats



Live TV shows



Instant chat rooms



- Synchronous communication is useful when you are writing to friends or family about a lighthearted, everyday matter and need an immediate (quick) response.

الاتصال المتزامن:

- هو التواصل خلال الوقت الفعلي بين الأشخاص.
- يتفاعل الجميع ويتلقون المعلومات في الوقت نفسه باستخدام الأدوات الرقمية.
- تتضمن الأدوات الرقمية للاتصال المتزامن: محادثات الفيديو، والبرامج التلفزيونية المباشرة، وغرف الدردشة الفورية.
- يكون الاتصال المتزامن مفيدًا عند: الكتابة عن شيء طريف من الحياة اليومية إلى أحد الأصدقاء أو الأسرة، وتحتاج إلى رد مباشر أو سريع.

2 Asynchronous Communication

- It is a communication that does not occur in real time.
- It does not require an instant response.



- Asynchronous communication is useful when you are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away.

2 الاتصال غير المتزامن:

- هو التواصل الذي لا يحدث خلال الوقت الفعلي.
- لا يتطلب ردًّا فوريًّا.
- تتضمن الأدوات الرقمية للاتصال غير المتزامن: رسائل البريد الإلكتروني، والرسائل الصوتية، والرسائل النصية، ومقاطع الفيديو المسجلة.
- يكون الاتصال غير المتزامن مفيدًا عند الكتابة عن شيء جاد، أو مسائل معقدة إلى شخص لا تعرفه جيدًا، أو مع شخص مسئول ولا تحتاج منه إلى رد فوري.

- *Whenever you're communicating, you should respect the following:*

1 Be polite.

- Remember what you learned about the importance of tone.
- Even if you're upset about something, do not use language that could be upsetting to the recipient. Respect the recipient's feelings.

2 Be patient.

- Even if you're sending a message to a close friend, remember that he/she may still need time to respond or may be busy.
- Give him/her time to respond before sending another message.

3 Be helpful.

- Part of being a good digital citizen is helping others.
- Use what you've learned to help those you're communicating with.
- It could be a problem they're having, or something they need help doing.
- If they need help with online communication, share what you know.



Be clear.

- It's easy for misunderstandings to occur when communicating online.
- Be sure your message is clear. Read it back to yourself before you send it
- Could the recipient misinterpret it? If so, revise it before sending.

أخلاقيات من الواجب اتباعها عند التواصل مع الآخرين:

1 كن مهذبًا:

- راعِ أهمية أسلوب الكتابة والكلام، حتى إذا كنت مستاء حيال أمر ما فلا تستخدم أسلوبًا قد يزعج المتلقي.
- احترِم مشاعر المتلقي.

2 كن صبورًا:

- تذكَّر أنه حتى ولو وجهت رسالتك إلى صديق مقرب فهو يحتاج إلى وقت للرد، أو قد يكون هذا الشخص مشغولًا.
- امنح المتلقي بعض الوقت للإجابة قبل إرسال رسالة أخرى.

3 كن متعاونًا:

- تعد مساعدة الآخرين من عناصر المواطنة الرقمية الصالحة.
- استخدم ما تعلمته لمساعدة الأشخاص الذين تتواصل معهم، سواء أكان ذلك في حل مشكلة يواجهونها، أو في أمر يحتاجون إلى المساعدة لإنجازه.
- إذا احتاج أي شخص إلى مساعدتك في التواصل عبر الإنترنت، فشاركه ما تعرفه.

4 كن واضحًا:

من السهل حدوث سوء التفاهم عند التواصل عبر الإنترنت؛ ولذلك:

- احرص دائمًا على أن تكون رسالتك واضحة، واقرأها على نفسك قبل إرسالها. هل قد يسيء المتلقي تفسيرها؟
- إذا كان ذلك احتمالًا فراجعها مرة أخيرة قبل إرسالها.



1 Choose the correct answer:

1. .... communication needs instant response.
   a. Synchronous b. Asynchronous c. Both of them
2. .... is an example of synchronous communication.
   a. Email b. Live TV show c. Recorded video
3. .... communication is/are type(s) of digital communication.
   a. Synchronous b. Asynchronous c. Both of them
4. .... communication doesn't (don't) occur in real time and doesn't (don't) require an instant response.
   a. Synchronous b. Asynchronous c. Both of them
5. Instant chat rooms are examples of .... communication.
   a. synchronous b. asynchronous c. both of them
6. Email, voice messages and text messages are examples of .... communication.
   a. synchronous b. asynchronous c. both of them
7. .... communication is/are useful when you are writing about serious or complicated matters with someone you don't know well.
   a. Synchronous b. Asynchronous c. Both of them
8. .... communication is/are useful when you are writing about everyday matter to family and you need an immediate or quick response.
   a. Synchronous b. Asynchronous c. Both of them
9. .... communication is/are useful when you are writing about an issue with someone in authority and you don't need an answer right away.
   a. Synchronous b. Asynchronous c. Both of them
10. .... is/are real-time communication between people.
    a. Synchronous b. Asynchronous c. Both of them

2 Put (✓) or (✗):

1. Synchronous communication does not occur in real time communication. ( )
2. Asynchronous communication is real-time communication. ( )
3. Always be sure your message is clear when communicating online. ( )
4. It's easy to understand the other people when communicating online. ( )
5. Synchronous communication is useful any time. ( )
6. Synchronous communication is useful when you need an immediate response. ( )
7. Always be sure your message is clear when communicating online. ( )
8. There is just one type of communication. ( )
9. Video chats and live TV shows are examples of asynchronous communication. ( )
10. Asynchronous communication does not require an instant response. ( )
11. Recorded videos are examples of asynchronous communication. ( )

3 Complete the following sentences using the words between the brackets:

(Email- Synchronous communication - Live TV show - Asynchronous communication - helpful)

1. .... is an example of asynchronous communication.
2. Part of being a good digital citizen is to be ....
3. .... is a real-time communication and needs immediate response.
4. .... does not occur in real time and does not require an instant response.
5. .... is an example of synchronous communication.

Tests on Theme 3



Test 1

1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Microsoft Word c. Google Chrome
2. .... is an example of synchronous communication.
   a. Email b. Live TV show c. A recorded video
3. Respecting others' privacy is one of your .... as a digital citizen.
   a. rights b. responsibilities c. piracy
4. .... provides one of the largest collections of online educational resources all over the world.
   a. The EKB b. Wikipedia c. ADL
5. .... is an example of a commercial website.
   a. The EKB b. Amazon c. WordPress
6. Ms. Keiner used an app called .... to collect data about PPE litter.
   a. the Debris Tracker b. Zoom c. Satellite
7. It's ok to be casual in tone if you're communicating with ....
   a. a person in authority b. a family member
   c. an unknown person
8. .... help(s) you save time and find information easily.
   a. Icons b. Menus c. URL

2 Put (✓) or (✗):

1. Always be sure your message is clear when communicating online. (   )
2. Ms. Keiner was collecting litter data alone. (   )
3. Helpful websites have search engines inside their websites. (   )
4. The EKB offers material that is subject to copyright. (   )
5. Commercial websites often include customer reviews. (   )
6. One of the most famous search engines is Bing. (   )
7. You should not exhibit positive behavior in interactions with others. (   )

Test 2

1 Choose the correct answer:

1. You can be conversational when you are communicating online using ....
   a. familiar words that add warmth b. contractions
   c. a&b
2. .... includes short pieces of information about the website.
   a. Icons b. Menus c. About link
3. Customer reviews help customers decide if they want to .... a particular product or not.
   a. sell b. buy c. check
4. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. anti-virus
5. .... are reference sites that allow you to view museums digitally.
   a. Online libraries b. Online museums c. Online maps
6. .... communication does not occur in real time and does not require an instant response.
   a. Synchronous b. Asynchronous c. a&b
7. Peg Keiner uses .... to spread information about how to safely get rid of the problems of PPE.
   a. social media b. WhatsApp c. the EKB
8. When you start creating your website, you can choose ....
   a. a blank template b. pre-loaded template c. a&b

2 Put (✓) or (✗):

1. The factors affecting climate change are considered one of the most important social issues. ( )
2. Use nicknames if you're communicating with a classmate you don't know well. ( )
3. It is recommended that you create a visually appealing and user-friendly website.. ( )
4. To display an area map, you can check online maps with the help of your teacher. ( )
5. Synchronous communication does not occur in real-time communication. ( )
6. Amazon is an example of a commercial website. ( )
7. You can't download files from the EKB website. ( )

Test 3

1 Choose the correct answer:

1. The Debris Tracker app records the location with ....
   a. VPN b. GPS c. IMS
2. .... allow(s) you read more about the site before clicking on the link.
   a. Online libraries b. Meta information c. The Egyptian Knowledge Bank
3. If you are writing to a person that you have never, you should .... yourself first.
   a. introduce b. produce c. engage
4. .... is an example of a non-commercial website.
   a. The EKB b. Amazon c. Jumia
5. If a site is spreading false or harmful information, you should ....
   a. proceed visiting that site
   b. stop visiting that site.
   c. stop visiting the internet
6. The EKB and ADL websites have specialized ....
   a. personal information b. search engines
   c. a&b
7. Select .... in Word's toolbar or in the browser to review possible grammar and spelling errors.
   a. Editor icon b. Watermark icon c. Review menu
8. Email, voice, and text messages are examples of .... communication.
   a. synchronous b. asynchronous c. a&b

2 Put (✓) or (✗):

1. We should depend on fake reviews when evaluating products and services. (   )
2. Google Maps are considered accurate and are regularly updated. (   )
3. On YouTube, Ms. Keiner used the hashtag #trackingppe. (   )
4. You can be more casual in tone with your teacher. (   )
5. The EKB includes articles, dictionaries, encyclopedias, and videos. (   )
6. Asynchronous communication does not require an instant response. (   )
7. Be sure not to spread false information. (   )

Test 4

1 Choose the correct answer:

1. ________ communication is/are useful when you are writing about everyday matter to family and you need an immediate or quick response.
   a. Synchronous b. Asynchronous c. a&b
2. Personal protective equipment (PPE), such as ________ .
   a. facemasks b. disposable gloves c. a & b
3. ________ are helpful for searching different media, such as images or videos online.
   a. Online libraries b. Online museums c. Online maps
4. Companies help others by addressing environmental concerns or supporting important causes, this is called ________ .
   a. CSR b. GPR c. PPE
5. You can use ________ to check for spelling and grammar.
   a. Microsoft Editor b. Microsoft Excel c. Microsoft Windows
6. When you're communicating with a person of authority, you should ________ .
   a. be respectful b. avoid making jokes c. a&b
7. The purpose of commercial websites is to ________ .
   a. provide information b. raise awareness c. sell products
8. Ms. Keiner used the ________ #trackingppe on Twitter and Instagram.
   a. posts b. tag c. hashtag

2 Put (✓) or (✗):

1. As a digital citizen, you have the right to use the internet whenever you want. ( )
2. You should always be respectful when communicating with others. ( )
3. Extreme reactions to products are usually good indicators of a product's true value. ( )
4. video chats and live TV shows are examples of the asynchronous communication. ( )
5. Peg Keiner decided to spread awareness of the dangers of litter. ( )
6. Online libraries' sources are verified and accurate. ( )
7. The purpose of non-commercial websites is to sell products or services. ( )



1 Choose the correct answer:

1. The ability to engage with others online is one of my .... as a digital citizen.
   a. responsibilities b. rights c. privacy
2. The meta information for the sites are placed .... each link.
   a. above b. below c. opposite
3. .... communication is a real-time communication between people.
   a. Synchronous b. Asynchronous c. a & b
4. If you're communicating with a peer you don't know well, be sure to use their ....
   a. first name b. nick name c. abbreviations
5. You can .... each collection into other apps, such as Microsoft Word.
   a. import b. export c. download
6. Peg Keiner is from ....
   a. New York b. Chicago c. China
7. A Creative Commons search is a resource to find .... materials.
   a. copyright-free b. protected c. digital
8. One of the ways usually used to get information about a product is ....
   a. reviews b. advertisements c. a&b

2 Put (✓) or (✗):

1. When you are writing a message, your emotions will be visible to everyone. ( )
2. It is not necessary to use appropriate keywords in your search. ( )
3. When you are on a video call, your feelings are invisible. ( )
4. The Egyptian Knowledge Bank is an example of commercial websites. ( )
5. Synchronous communication is useful when you need an immediate response. ( )
6. The Debris Tracker app can be downloaded on your phone for free. ( )
7. Being socially responsible includes being don't care of the websites you use. ( )
8. The data is stored in Debris Tracker and is available for anyone to download and analyze ( )

Theme 4

Software Projects



Theme 4

Scope and Sequence

Software Projects

Essential Question: How can ICT tools help solve problems in our everyday lives?

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• How technology has been used to solve problems	**Learn to know:** Creativity **Learn to do:** Productivity	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** Technological awareness, digital citizenship, civilizational communication
LESSON 2 How Digital Devices Work	• Installing software • Updating software • Troubleshoot screen freezes	**Learn to know:** Problem-solving	**Work values:** Perseverance **Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 3 An Introduction to Binary Numbers	•Binary numbers	**Learn to know:** Problem-solving **Learn to know:** Critical thinking	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness, civilizational communication
LESSON 4 Determining the Needs for a Digital Project	• Determining the needs for a digital project	**Learn to know:** Problem-solving **Learn to know:** Creativity	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 5 Gathering Data and Presenting Information	• Gathering data and presenting information	**Learn to know:** Creativity	**Work values:** Proficiency	**Environment and development issues:** Environmental pollution
LESSON 6 Presenting Information in an Appealing Way	• Presenting information in an appealing way • Microsoft Word and PowerPoint Movie Maker	**Learn to know:** Creativity **Learn to do:** Productivity	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness **Citizenship values:** Legal awareness
LESSON 7 Producing an Effective Presentation	• Producing an effective presentation • Storyboards • The 10-20-30 rule of Microsoft PowerPoint	**Learn to know:** Creativity **Learn to live:** Self-management	**Scientific values:** Appreciation of science and scholars **Work values:** Proficiency	**Globalization issues:** Technological awareness, civilizational communication
LESSON 8 Web design Principles	• Web design principles • Creating a web page	**Learn to know:** Creativity **Learn to live:** Communication **Learn to do:** Cooperation, productivity	**Personal values:** Independence **Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness, digital citizenship, civilizational communication





Explorer in Action

Dr. Diego Ponce de Leon



- He holds a PhD from the Energy and Resources Group, University of California Berkeley.

He develops the use of technology to

1. Build renewable energy-related data infrastructure and systems.
2. Collect data on power grids in order to improve the power system and reduce energy waste.

- The world has recently made a lot of progress in transitioning away from power generated by fossil fuels to wind and solar power.

- حاصل على شهادة الدكتوراه من قسم الطاقة والموارد في جامعة كاليفورنيا.
- طوّر استخدام التكنولوجيا بغرض:

1. إنشاء بنية تحتية وأنظمة خاصة بالبيانات ذات الصلة بالطاقة المتجددة.
2. جمع بيانات حول شبكات الطاقة من أجل تحسين نظام الطاقة والحد من الهدر.

- شهد العالم في الآونة الأخيرة تقدمًا كبيرًا في مجال التحوُّل من توليد الطاقة باستخدام الوقود الأحفوري إلى استخدام كل من طاقة الرياح والطاقة الشمسية.

Fossil fuels are derived from coal, natural gas, and oil.

الوقود الأحفوري: هو الوقود المستخرج من (الفحم الجيري، والغاز الطبيعي، والنفط).



Energy efficiency

Dr. Ponce de Leon's work helps devices work efficiently by:

1. Connecting all the refrigerators and air conditioners together with a thermostat

Thermostat: It is a switch that measures temperature in air conditioners and refrigerators.

منظم الحرارة «الثرموستات»: هو جهاز يقيس درجة الحرارة في مكيفات الهواء والثلاجات.

2 Programming a computer to monitor and control them.

3 He used sensors to monitor the appliances.

Sensors: They are devices that communicate information back to a computer.

أجهزة الاستشعار: أجهزة تعيد إرسال المعلومات إلى جهاز الكمبيوتر.

4 He used his knowledge of software to program the air conditioners and refrigerators in a new, energy-efficient way.



كفاءة استهلاك الطاقة:

يساعد عمل الدكتور بونس دي ليون في زيادة كفاءة الأجهزة عن طريق:

- ربط جميع الثلاجات ومكيفات الهواء معًا بواسطة منظم الحرارة (الترموستات).
- ثم برمجة جهاز كمبيوتر لمراقبتها والتحكم بها.
- استخدام أجهزة استشعار لمراقبة الأجهزة المنزلية.
- برمجة مكيفات الهواء والثلاجات بشكل جديد أكثر كفاءة من حيث استهلاك الطاقة.

He used the sensors to monitor:

1 How much energy do the refrigerators and air conditioners used throughout the day.

Example:

How much electricity a town uses changes, more energy is used by air conditioners in the afternoon in the summer because it is very hot out!



2 By monitoring how much energy is being used, Dr. Ponce de Leon was able to balance the power grid by moving and storing the electricity from one place to another so that the amounts are more equal.

- In this way, he could recommend ways to save electricity and build better energy systems in the future.

- استخدام أجهزة الاستشعار لمراقبة استهلاك الأجهزة للطاقة:

1 استخدم الدكتور بونس دي ليون أجهزة الاستشعار لمراقبة كمية الطاقة التي تستهلكها الثلاجات ومكيفات الهواء على مدار اليوم.

مثلًا: كمية الطاقة التي تستهلكها قرية ما تتغير على مدار اليوم؛ إذ إن الطاقة التي تستخدمها مكيفات الهواء في وقت الظهيرة أثناء فصل الصيف تكون أكبر؛ لأن الجو في الخارج يكون حارًا للغاية!

2 من خلال مراقبة كمية الطاقة التي يتم استهلاكها تمكّن الدكتور ليون من موازنة شبكة الطاقة بنقل الكهرباء من مكان إلى آخر وتخزينها؛ لكي تتوزع كمياتها بالتساوي.

- بهذه الطريقة استطاع أن يوصي بطرق لتوفير الكهرباء، وبناء أنظمة أفضل للطاقة في المستقبل.



Use of data and information management systems in Egypt:

» In Egypt, a similar system is being used for:

1. Increasing the agricultural land to ensure food security.
2. To ensure water is being used efficiently in newly reclaimed areas.

- The system is based on monitoring and remote sensing data.
- This data helps engineers make decisions and improve the irrigation systems.
- Using technology to collect data is crucial in planning for the future.

استخدام أنظمة إدارة البيانات والمعلومات في مصر:

تمتلك مصر أنظمة لإدارة البيانات والمعلومات تستخدمها في:

1. مشاريع زيادة الرقعة الزراعية لضمان تحقيق الأمن الغذائي.
2. ضمان استخدام المياه بفاعلية في المناطق المستصلحة حديثًا.

يعتمد نظام إدارة البيانات والمعلومات على: بيانات المراقبة والاستشعار عن بعد التي تساعد المهندسين على اتخاذ القرارات وتطوير أنظمة الري.

» Dr. Ponce de Leon used a Raspberry Pi 2B:

Raspberry Pi 2B: A simple, small (it fits in your hand) and inexpensive computer that is used in the processing and storage of data as well as running software.

راسبيري باي: جهاز كمبيوتر بسيط وصغير (يتسع لراحة يدك) وغير مكلف، يُستخدم لتخزين ومعالجة البيانات وتشغيل البرامج أيضًا.

With a basic knowledge of coding language, you can program it to do practical things, such as:

1. Turn lights on and off.
2. Read sensors.
3. Record data.

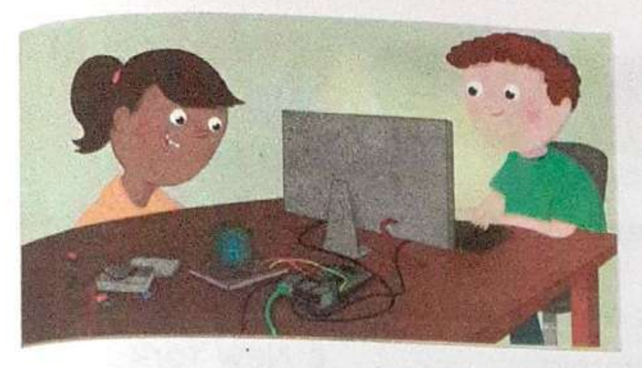
You can plug in:

1. A keyboard.
2. A monitor.
3. A mouse.

- يمكن برمجته بسهولة من خلال معرفتك أساسيات لغة البرمجة لإجراء مهام عملية مثل:

1 إضاءة المصابيح وإطفائها. 2 قراءة أجهزة الاستشعار. 3 تسجيل البيانات.

- يمكن توصيل: 1 لوحة مفاتيح. 2 شاشة. 3 فأرة بهذا الكمبيوتر.





- Students programmed their Raspberry Pi to sense when the plants in the school garden were dry, and the computer started the watering system!
- People worldwide use the Raspberry Pi to:

1 Learn computer programming. 2 Build hardware projects.

- استطاع التلاميذ برمجة جهاز الراسبيري الخاص بهم لتشغيل نظام الري بحديقة المدرسة عند الاستشعار بجفاف النباتات.
- يستخدم الأفراد في كافة أنحاء العالم أجهزة «راسبيري باي» لـ:

1 تعلُّم برمجة الكمبيوتر. 2 لإنشاء مشروعات خاصة بالأجهزة.



1 Choose the correct answer:

1. Dr. Diego Ponce de Leon holds a PhD from the University of ________.
   a. Chicago b. California c. New York
2. ________ is one of the renewable energy sources.
   a. Natural gas b. Wind c. Coal
3. Dr. Diego Ponce de Leon develops the use of technology to build data systems related to ________.
   a. renewable energy b. fossil fuels c. debris
4. Fossil fuels are found in nature in the form of ________.
   a. coal b. natural gas and oil c. a&b
5. Recently, ________ are being used instead of power generated from fossil fuels.
   a. wind and solar power
   b. natural gas and oil c. a&b
6. Dr. Diego Ponce de Leon's work helps devices work efficiently by connecting the refrigerators and air conditioners together with ________ and programming a computer to control them.
   a. Wi-Fi b. thermostat c. bluetooth
7. Dr. Ponce de Leon used the ________ to monitor how much energy do the refrigerators and air conditioners used throughout the day.
   a. sensors b. thermostat c. mobile
8. Thermostat is used in refrigerators to measure the ________.
   a. temperature b. energy c. humidity
9. Dr. Diego Ponce de Leon used ________ to monitor the appliances
   a. sensors b. thermostat c. Wi-Fi
10. The electricity used by air conditioners in the summer is ________ in the winter.
    a. more than b. [illegible] than c. the same

11. In Egypt, data and information management system was built to improve the .... system.
    a. investment   b. irrigation   c. industry

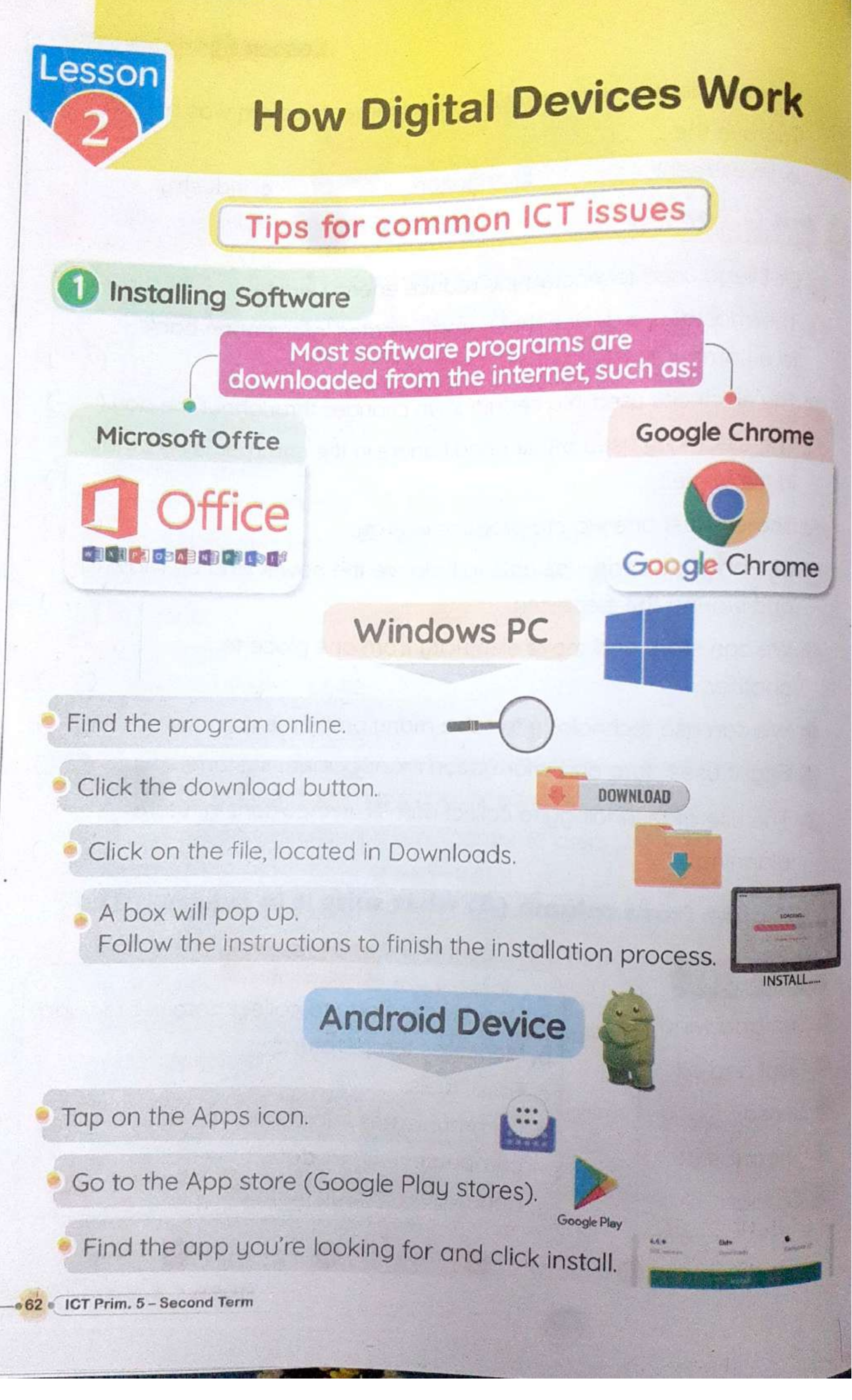
2 Put (✓) or (✗):

1. Dr. Diego used technology to reduce energy waste. (   )
2. Thermostat is a device that communicates information back to a computer. (   )
3. The electricity used in a certain town changes throughout the day.(   )
4. The electricity used by air conditioners in the summer is less than in the winter. (   )
5. There is just one way to produce energy. (   )
6. Dr. Ponce de Leon was able to balance the power grid by moving and storing the electricity. (   )
7. We can store and move electricity from one place to another. (   )
8. We can use technology to solve many problems. (   )
9. Egypt uses data and information management systems. (   )
10. The use of technology to collect data is unimportant in future planning. . (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Sun and wind	a. Using technology to collect data in planning.
2 Coal and oil	b. Measures temperature
3 Sensor	c. Fossil fuels.
4 Thermostat	d. Communicates information back to a computer.
5 Crucial	e. Renewable energy sources.

1 .... 2 .... 3 .... 4 .... 5 ....



Lesson 2

How Digital Devices Work

Tips for common ICT issues

1 Installing Software

Most software programs are downloaded from the internet, such as:

- Microsoft Office
- Google Chrome

Windows PC

- Find the program online.
- Click the download button.
- Click on the file, located in Downloads.
- A box will pop up.
  Follow the instructions to finish the installation process.

Android Device

- Tap on the Apps icon.
- Go to the App store (Google Play stores).
- Find the app you're looking for and click install.

Remember!



- If you don't use official stores, only download software from reliable sources.
- If you're unsure or facing problems, you can ask your teacher for help.

- إذا كنت لا تستخدم متاجر التطبيقات الرسمية، احرص على تنزيل البرمجيات فقط من مصادر موثوقة.
- في حال كان لديك أي شكوك أو مشكلات، يمكنك الاستعانة بمعلمك.

2 Updating Software

- Software programs often need to be updated. Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.
- Some major updates require a restart. Windows will prompt you when this is the case.

ثانيًا: تحديث البرمجيات:

- يجب تحديث البرمجيات بانتظام لمساعدتها على العمل بكفاءة أكثر.
- تُثبت التحديثات في معظم البرامج تلقائيًا.
- تتطلب بعض التحديثات الكبيرة إعادة تشغيل جهاز الكمبيوتر، وفي هذه الحالة سيُظهر لك الجهاز رسالة تخبرك بذلك.

Windows PC



To manage updates, go to the following:

Start button → Settings → Update and Security → Windows update

Android Device



To check for updates, go to the following:

System → System Update.

Tap on the icon and follow the instructions to install the necessary updates.

3 Troubleshoot Screen Freezes:

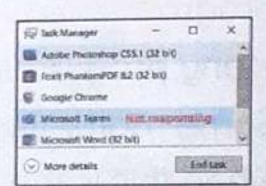
» Sometimes, when you're downloading or updating software, your screen may freeze. If this happens:



Press and hold the 

buttons.

- Use the Task manager to shut down any program that is marked as "not responding."



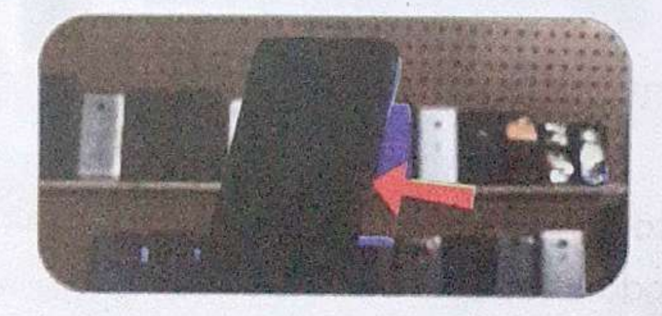
- Turn your device off by pressing and holding down the power button for several seconds. Then wait a few more seconds before restarting your device.

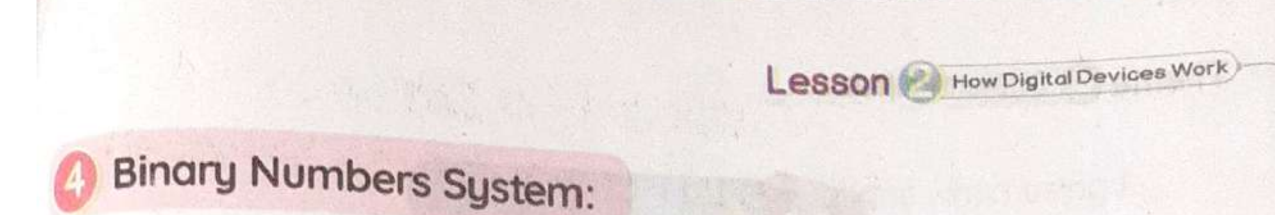


Android Device

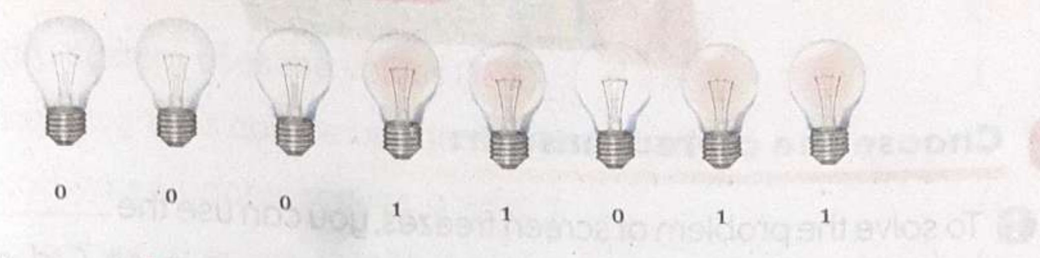


- Hold down the power button for 30 seconds and restart.

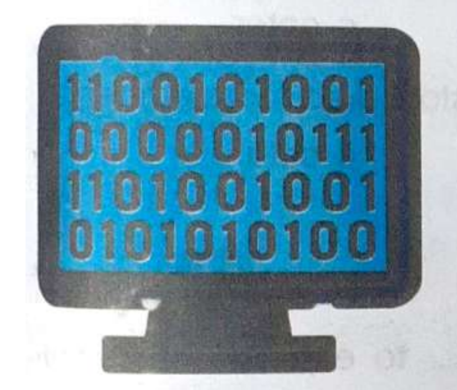




4 Binary Numbers System:



- Computers use binary to store data more efficiently.
- Binary numbers as a language that the computer understands.
- The binary system uses the two values 1 and 0 to express the binary numbers system.
- Computers understand data (numbers) through a binary electrical signal (1 means on, 0 means off)
- Understanding binary will help you better understand what's going on when investigating a computer problem.



رابعا: نظام العد الثنائي:

- تستخدم أجهزة الكمبيوتر نظام العد الثنائي لتخزين البيانات بفعالية أكثر.
- يمكنك اعتبار الأرقام الثنائية لغة تفهمها أجهزة الكمبيوتر.
- يستخدم النظام الثنائي القيمتان 0 و1 للتعبير عن الأعداد فيه.
- أجهزة الكمبيوتر تفهم البيانات (الأرقام) من خلال إشارة كهربائية ثنائية 0 و1 .

يساعدك فهم نظام العد الثنائي على: معرفة ما يحدث عندما تتقصى مشكلة متعلقة بالكمبيوتر.



1 Choose the correct answer:

1. To solve the problem of screen freezes, you can use the .... buttons.
   a. Alt, Tab, and Del b. Alt, Ctrl, and Del c. Alt, Ctrl, and Tab
2. If you don't use official stores, only download software from .... sources.
   a. reliable b. unreliable c. harmful
3. If you downloaded a software program, you can find the program in .... folder.
   a. Installed b. Favourites c. Downloads
4. To turn your device off , press and hold down the .... button.
   a. power b. Esc c. enter
5. Computers use .... numbers system to store data more efficiently.
   a. binary b. decimal c. octal
6. Computers understand .... signals
   a. optical b. electrical c. a&b
7. The binary system uses the values .... to express the binary numbers system.
   a. 0 b. 1 c. a&b
8. In computer binary system, number (1) means ....
   a. on b. off c. pass

2 Put (✓) or (✗):

1. It is recommended to update software programs on your computer. ( )
2. You must install updates for programs manually. ( )
3. Software programs, such as Microsoft Office and Google. ( )

4. "Screen freezes" is one of the common problems when using PC. ( )
5. Binary system uses the values (1&2). ( )
6. Some programs can be updated automatically. ( )
7. All software updates require a restart. ( )
8. All online sources are safe to download programs. ( )
9. Users can face various problems when using computers. ( )

3 Complete the following sentences using the words between the brackets:

(30 second - binary system - Updates - power - Office 365)

1. .... is an example of software programs that can be downloaded.
2. To turn your cell phone off, press the .... button for ....
3. Computers use .... to store data more efficiently.
4. .... help programs to run more efficiently

4 Rearrange the following settings to update a software program on your PC:

1. Windows update ( )
2. Settings ( )
3. Start button ( )
4. Update and Security ( )



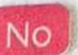
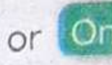


An Introduction to Binary Numbers

Binary Number (Base two system)



- In the binary system, all information is represented by only **two numbers**,

 and  they also called   or 

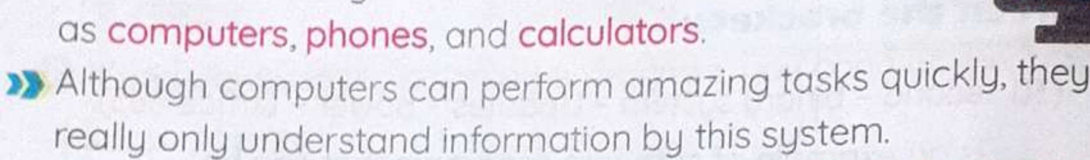
- This system is used to **send**, **receive**, and **store** information on digital electronic devices, such as **computers**, **phones**, and **calculators**.
- Although computers can perform amazing tasks quickly, they really only understand information by this system.

نظام العد الثنائي (نظام الأساس 2)

- نظام يتكوَّن من رقمين منفردين (0 و1)، أو ما يُسمى أيضًا (نعم / كلا)، أو (تشغيل / إطفاء).
- يُستخدم نظام العد الثنائي لإرسال المعلومات، وتلقيها، وحفظها على أجهزة رقمية إلكترونية مثل: الكمبيوتر أو الهواتف المحمولة أو الحاسبات.
- على الرغم من أن أجهزة الكمبيوتر يمكنها أداء مهام مذهلة بسرعة، إلا أنها لا تفهم المعلومات إلا من خلال هذا النظام.

Decimal Number (Base ten system)

- Humans use the **decimal system** to communicate using numbers.
- The decimal system has ten unique numerals **(0-9)**.



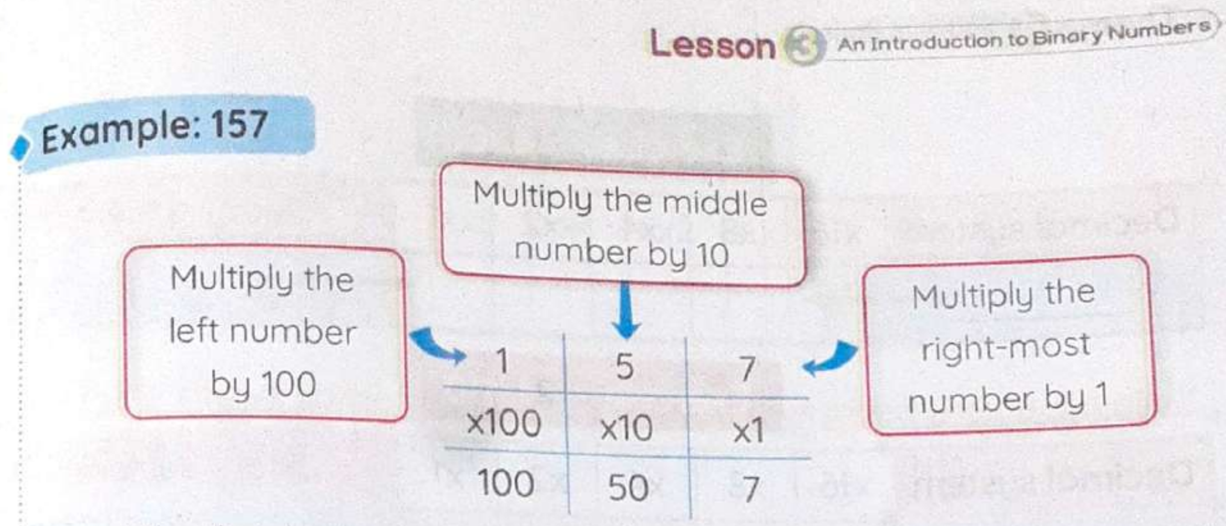
0	1	2	3	4	5	6	7	8	9

- That means that once we count past the number nine, we add one of the ten unique number symbols as a digit on the left.
- Counting from the right, each place represents a value ten times as big as the previous one.

نظام العد العشري (نظام الأساس 10)

- هو نظام يستخدمه الناس للتواصل بالأرقام.
- يحتوي النظام عشرة أعداد منفردة (0 – 9).
- عندما نتجاوز الرقم 9 في العد، نضيف أحد الأرقام العشرة المنفردة إلى اليسار.
- عند العد من اليمين، نلاحظ أن كل موضع أرقام يمثل قيمة عشر مرات أكبر من الذي يسبقه.

Example: 157



1	5	7
x100	x10	x1
100	50	7

- Just like the decimal system, when binary runs out of unique digits, it adds a digit on the left.
- Counting from the right, each place represents a value two times as big as the previous one, and so is the quantity of 1s, 2s, 4s, 8s, 16s, etc.

- يتشابه نظام العد الثنائي مع نظام العد العشري، فعندما نستخدم كل أرقام نظام العد الثنائي المنفردة، نضيف رقمًا إلى اليسار.
- وبالعد من اليمين، يمثل كل موضع قيمة مرتين أكبر من الذي يسبقه، وهكذا تكون الكميات 1، و2، و4، و8، و18، و... إلخ.

Example: 101

It is read as "one zero one" using the binary system.

It is read as "one hundred one" using the decimal system.

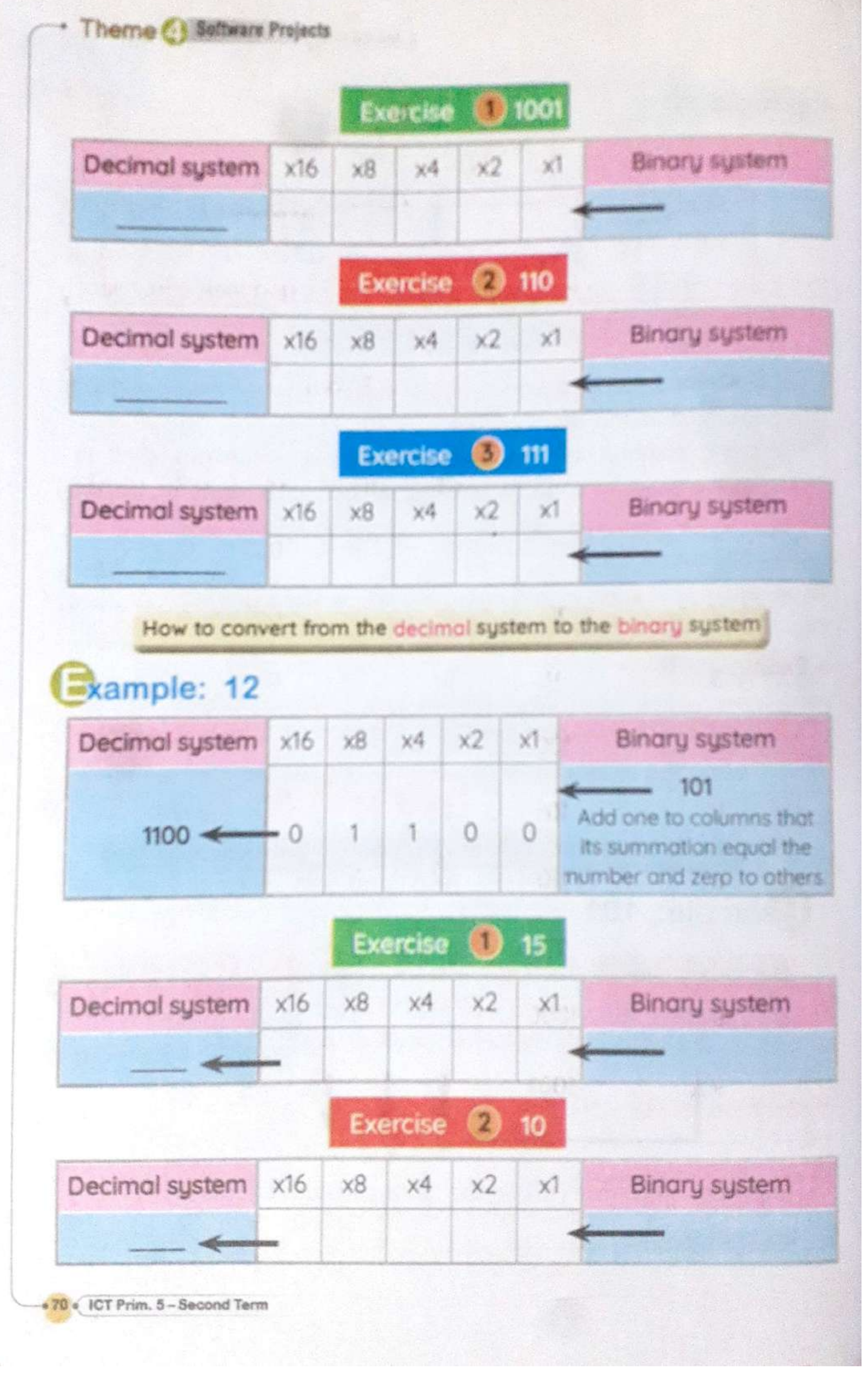
How to convert from the binary system to the decimal system

Example: 101

Decimal system	x16	x8	x4	x2	x1	Binary system
5			1	0	1	101 Write number from right

4 + 0 + 1

- This means number (101) in the binary system equals (5) in the decimal system.



Exercise 1 1001

Decimal system	x16	x8	x4	x2	x1	Binary system
______						←

Exercise 2 110

Decimal system	x16	x8	x4	x2	x1	Binary system
______						←

Exercise 3 111

Decimal system	x16	x8	x4	x2	x1	Binary system
______						←

How to convert from the decimal system to the binary system

Example: 12

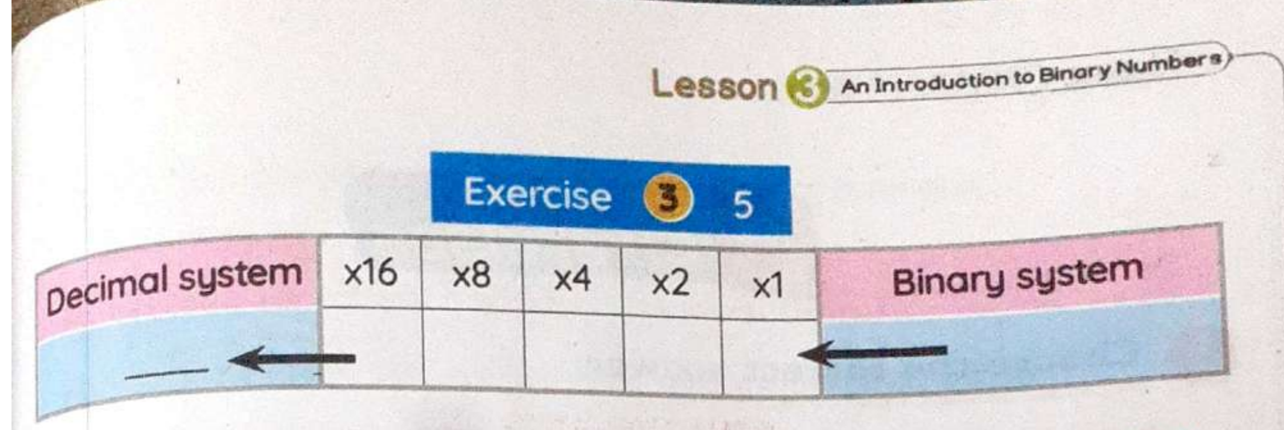
Decimal system	x16	x8	x4	x2	x1	Binary system
1100 ←	0	1	1	0	0	← 101 Add one to columns that its summation equal the number and zero to others

Exercise 1 15

Decimal system	x16	x8	x4	x2	x1	Binary system
____ ←						←

Exercise 2 10

Decimal system	x16	x8	x4	x2	x1	Binary system
____ ←						←



Exercise 3 5

Decimal system	x16	x8	x4	x2	x1	Binary system
___ ←						←

This table shows some values of binary numbers and their equivalent decimal numbers:

Decimal	Binary					
		x16	x8	x4	x2	x1
1	1	0	0	0	0	1
2	10	0	0	0	1	0
3	11	0	0	0	1	1
4	100	0	0	1	0	0
5	101	0	0	1	0	1
6	110	0	0	1	1	0
7	111	0	0	1	1	1
8	1000	0	1	0	0	0
9	1001	0	1	0	0	1



1 Choose the correct answer:

1. Computers are simple and efficient like a ....
   a. light switch b. light lamp c. TV
2. Computers only understand information represented by ....
   a. 1s b. 0s c. a&b
3. The binary numbers system is used to store, send, and receive date on ....
   a. computers b. calculators c. a&b
4. Humans use the .... system to communicate using numbers.
   a. binary b. decimal c. octal
5. The .... system is called the base two system.
   a. binary b. decimal c. octal
6. The .... system is called the base ten system.
   a. binary b. decimal c. octal
7. In the decimal system, we use .... number symbols to represent all possible numbers.
   a. one b. two c. ten
8. The binary system is used to send, receive, and .... information on digital electronic devices.
   a. process b. delete c. store

2 Put (✓) or (X):

1. Computers understand information represented by on/off. ( )
2. The number 7 in the binary system is equivalent to (111) in the decimal system. ( )

3. The binary numbers system is used to store date only on computers. ( )
4. The decimal system is called base ten system. ( )
5. The binary numbers system has just two numbers (1&2). ( )
6. The binary numbers system is called base ten system. ( )
7. The decimal system is used in cell phones to store data. ( )

3 Complete the following table:

Decimal	Binary
	0001
9	
	0101
8	
	0110
7	
2	
	0100



Determining the Needs for a Digital Project



- Explorer Ponce de Leon understands the importance of planning.
- He uses technology to collect data to plan for the future.

يفهم المستكشف بونس دي ليون أهمية التخطيط.. ويستخدم التكنولوجيا لجمع البيانات؛ بهدف التخطيط للمستقبل.

Before starting your project, discuss in groups:



1. **What will the final product be?**
   Presentation, poster, web page, or film?
2. **What is needed?**
   Make a list of the things needed to deliver the project on time.
3. **Which tools will you use?**
   Decide on the tools that will be needed to complete each section of the project.
4. **Who will do each part?**
   Assign roles based on the strengths and interests of each group member.

قبل البدء بمشروعكم، ناقشوا التالي ضمن مجموعات:

1. ماذا سيكون المنتج النهائي؟ هل سيكون عرضًا تقديميًا أو ملصقًا أو صفحة ويب أو فيلمًا؟
2. إلامَ تحتاج؟ حضِّر لائحة بالعناصر التي تحتاج إليها لتسليم المشروع في الوقت المناسب.
3. ما الأدوات التي ستستخدمونها؟ اكتبوا قائمة بالأدوات اللازمة لتحضير كل جزء من أجزاء المشروع.
4. مَنْ سيتولى إنجاز كل جزء؟ وزِّع الأدوار بناء على نقاط القوة والاهتمامات التي يتمتع بها كل فرد في المجموعة.

1 Microsoft Word



- Word (in Microsoft Office 365) is an efficient program to use when working on projects.

1. All group members can work together at the same time.
2. With an internet connection, you can set up a Word document to be edited by numerous users in different locations.

This can be done by setting up online editing:

Click Edit Documents → Edit in Word for the web to make changes.

أولًا: برنامج معالج الكلمات Microsoft Word:

هو برنامج من مايكروسوفت 365 وهو من البرامج المفيدة لتنفيذ المشاريع.

1. يتيح لأفراد المجموعة العمل معًا في الوقت نفسه على تحرير مستند.
2. يسمح لمستخدمين متعددين من حول العالم بتحرير المستند نفسه إذا توفَّر اتصال بالإنترنت؛ وذلك من خلال تثبيت ميزة التعديل على الإنترنت.

لإجراء تغييرات على المستند: انقر على (تحرير المستند) ← (التحرير في وورد للويب).

2 Microsoft Paint



- You can save the images you create and insert them into your document.

ثانيًا: برنامج الرسام: يمكن من خلاله حفظ الصور التي أنشأتها ثم إدراجها في المستند.

3 Email



1. Use email to send your work to other group members or to your teacher.
2. Write your ideas in a message or attach a document or image that you've created.

- Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

ثالثًا: البريد الإلكتروني:

1. يستخدم لإرسال عملك إلى الأفراد الآخرين ضمن المجموعة أو إلى معلمك.
2. تستطيع من خلاله أن تكتب أفكارك في رسالة أو أن ترفق مستندًا أو صورة كنت قد أنشأتها.

- لا تنسَ أن تخبر أفراد المجموعة أنك أرفقت الملف؛ لكي يعرفوا أنه يمكنهم فتحه بأمان.



Assigning Roles





- Understanding the roles group members will play in the project is important.

Before you start, speak to your group members to discuss the following:

1. The strengths and personal characteristics of each group member that can benefit the group.
2. The things needed to complete the project: pictures, texts, data, etc.
3. The tools that will be needed to complete each section of the project
4. The format that will be used to deliver information.

Then discuss:

a. Who might be best suited for each aspect of the project to assign roles.

b. Be sure to go over any questions group members may have and answer the questions as a group.

c. If there are any questions left unanswered, ask your teacher or family for help.

توزيع الأدوار:

قبل البدء في المشروع من المهم جدًّا أن يفهم أفراد المجموعة أدوارهم في المشروع، ناقش أفراد مجموعتك في النقاط التالية:



1. نقاط القوة التي يتمتع بها كل فرد، وميزاته الشخصية التي يمكن أن تفيد المجموعة.
2. العناصر الضرورية لإنجاز المشروع مثل: الصور والنص والبيانات وغيرها.
3. الأدوات اللازمة لإنجاز كل جزء من أجزاء المشروع.
4. التنسيق الذي سيُستخدم لتسليم المعلومات. بعدها:

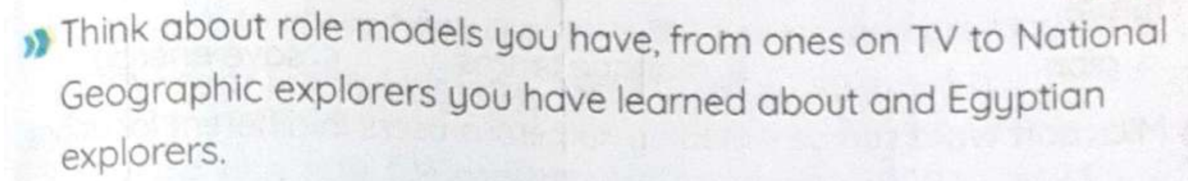
أ. حدِّدوا الفرد المناسب لتولي كل جزء من أجزاء المشروع، ثم وزِّعوا الأدوار.

ب. احرصوا على مناقشة أي أسئلة قد يطرحها أفراد المجموعة، وأجيبوا عنها ضمن المجموعة.

جـ. في حال لم تعرفوا الإجابة عن بعض تلك الأسئلة، اطلبوا المساعدة من معلمكم أو أسركم.

Explore

- Bakkar, the young explorer from the popular cartoon, helps spread information about environmental issues that affect Egypt.
  He's a role model to Egyptian children.



- Think about role models you have, from ones on TV to National Geographic explorers you have learned about and Egyptian explorers.
- What values and characteristics do they have that make them Egyptian role models?
- What important issues might they focus on? Discuss as a group.

لنستكشف:

- بكار المستكشف الشاب من المسلسل الكارتوني المصري الرائج، يساعد على نشر المعلومات عن قضايا بيئية تؤثر في مصر، وهو قدوة يُحتذى بها للأطفال المصريين.
- فكّر في شخصيات تعتبرها مثالك الأعلى، من البرامج التلفزيونية أو مستكشفي ناشيونال جيوجرافيك الذين تعرفت إليهم، أو مستكشفين مصريين.
- ما القيم والميزات التي يتمتعون بها والتي تجعلهم قدوة؟
- ما القضايا المهمة التي يركزون عليها؟ ناقش ذلك ضمن مجموعة.



1 Choose the correct answer:

1. Dr. Ponce de Leon uses technology to collect data to .... for the future.
   a. plan b. manage teams c. save energy
2. Microsoft Word can be edited by numerous users in different locations, if there is an available ....
   a. keyboard b. printer
   c. internet connection
3. You can use .... to save the images you create and insert them into your document.
   a. Microsoft Word b. Paint c. email
4. You can use .... to send your work to your colleagues.
   a. Microsoft Word b. Paint c. email
5. One of the most important issues in achieving your research project is ....
   a. data b. texts & pictures c. a&b

2 Put (✓) or (✗):

1. Dr. Ponce de Leon uses technology to collect data to plan for the future. (   )
2. Microsoft Word is one of Microsoft Office 365 programs. (   )
3. It is not available to edit a Word document by different users in different places. (   )
4. it is not necessary to plan to your project. (   )
5. One of the tools you may need for a group project is email. (   )
6. You can't attach a document to your email. (   )

7. Assigning roles to the group members is crucial when starting a project. ( )
8. Identifying the personal characteristics of team members can benefit the group. ( )
9. You have to discuss the tools needed to complete each section of the project after finishing the project. ( )
10. Be sure to answer any questions the group members may have. ( )
11. You can't insert an image into a Word document. ( )

3 Complete the following sentences using the words between the brackets:

(Paint - roles - Email - MS Word- technology)

1. .... is one of the programs may be used in preparing the project.
2. Before starting a project, you have to assign .... to group members.
3. .... is used to send documents to project members.
4. To edit and save images, you can use .... program.
5. You can use .... to collect data to plan for the future.



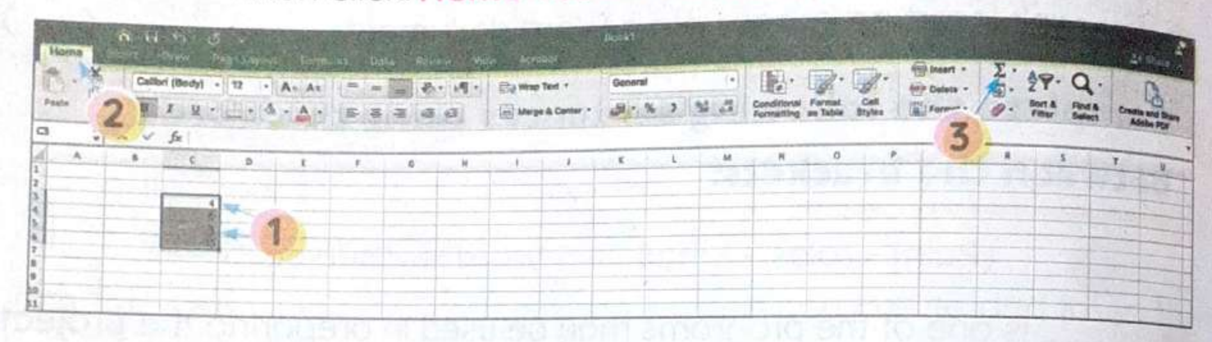
Gathering Data and Presenting Information

Here are some useful tools in Excel:

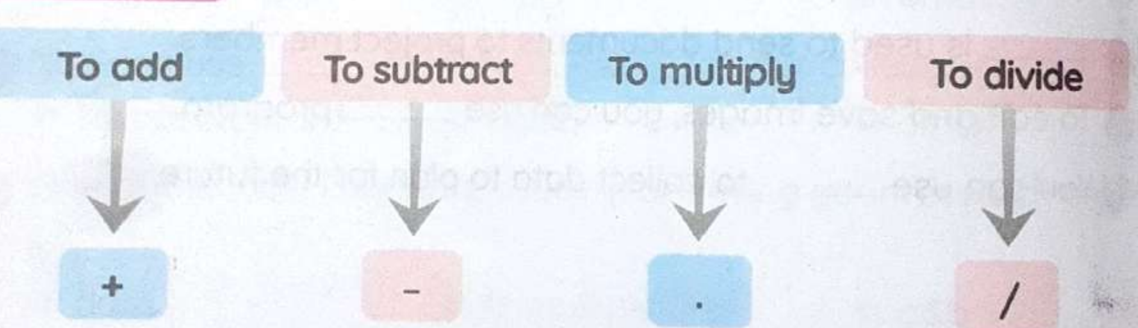
1 Add up numbers:

Select the cells you want to add together.

Then click: Home Tab → AutoSum → Enter



Remember:



Use "=" in the cell that will create the formula, for example "= B2 - C1".

	A	B	C	D
1				
2				
3		=B2-C1		
4				

2 Add titles to a graph/chart:

Toolbar → Chart Design → Add Chart Element

3 Choose the color of a graph/chart:

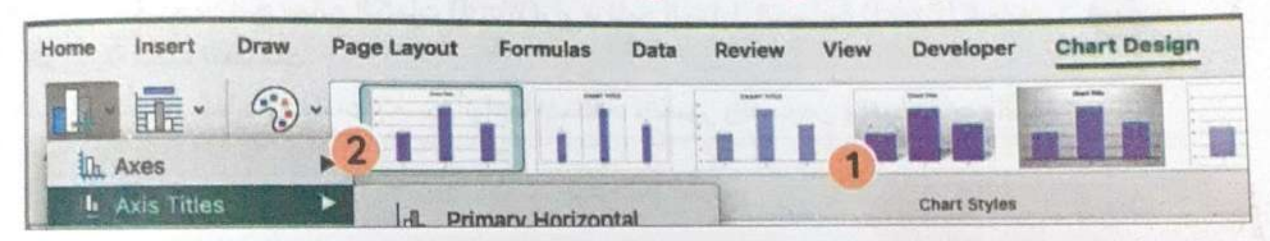
Toolbar → Chart Design → Format

4 Choose the type of a graph/chart:

Toolbar → Chart Design → Change Chart Type

5 Choose the layout of a graph/chart:

Toolbar → Chart Design → Quick Layout



Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information

1 Researching:

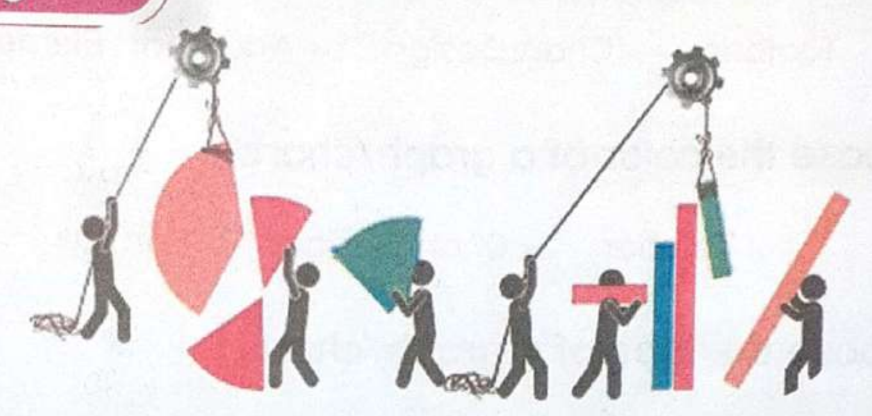
- First, define a research question.
- Then, use the internet or offline sources, such as digital books found on your device or in the school library, to find information.



1– البحث:

- أولًا حدِّد سؤال البحث.
- بعدها، استخدم شبكة الإنترنت أو المصادر التي لا تحتاج إلى اتصال بالإنترنت للبحث عن المعلومات، مثل الكتب الإلكترونية الموجودة على جهازك أو في مكتبة المدرسة.

2 Collecting:

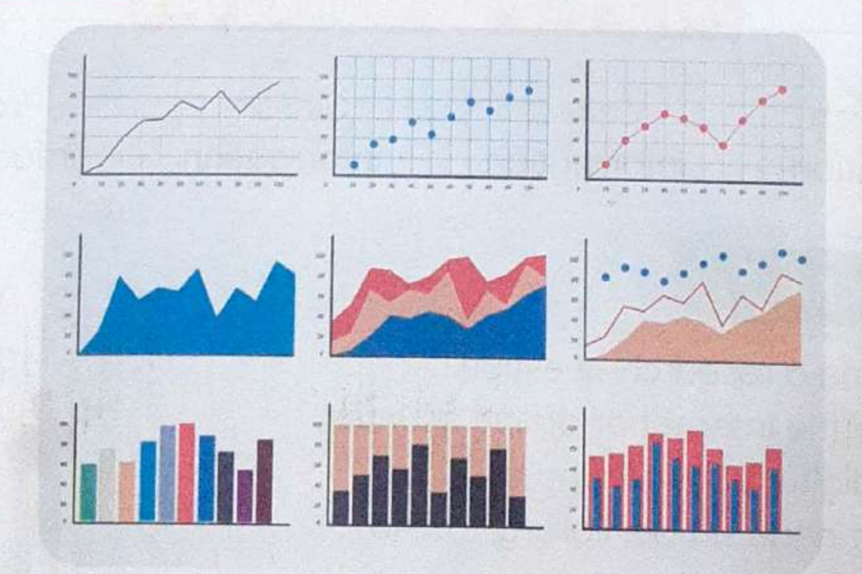


- You can use Word, Excel (for numeric data), and pen and paper.
- Put data into specific files and folders for different types (e.g. images, text, videos, tables).

2- جمع المعلومات:

- يمكنك استخدام برنامج معالج الكلمات (Word)، أو برنامج الجداول الحسابية (Excel) للبيانات الرقمية، أو قلم وورقة لجمع المعلومات.
- ضع البيانات في ملفات ومجلدات بحسب أنواعها المختلفة: «الصور والنصوص والفيديوهات والجداول».

3 Classifying:



- Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

2- التصنيف:

- استخدم الرسوم البيانية في برنامج الجداول الحسابية Excel؛ لتصنيف وعرض البيانات المرسومة في شكل بياني.



4 Processing:



- Once you have researched, collected, and classified your information, you want to process it to get to results and share them with others.

4- المعالجة:

- بعد الانتهاء من البحث وجمع المعلومات و تصنيفها، يتم معالجة المعلومات للوصول الي النتائج ومشاركتها.

You could use

Word for a report	**Excel** for a spreadsheet	**PowerPoint** to create a presentation
		



1 Choose the correct answer:

1. You can use .... to add the values of cells in Excel.
   a. + b. - c. =
2. To create a formula, you can write ....
   a. + b. - c. =
3. You can change the color of a graph/chart using .... from toolbar.
   a. Format b. Quick Layout c. Change Chart Type
4. .... is the program used to handle numeric data.
   a. Word b. Excel c. PowerPoint
5. To add titles or labels of a graph, you can choose .... from toolbar.
   a. Add Chart Element b. Format c. Change Chart Type
6. .... Program is used to make slideshow.
   a. MS Word b. MS Excel c. MS PowerPoint
7. To divide two values in Excel, you can use ....
   a. % b. / c. -
8. You can use .... to subtract the values of cells in Excel.
   a. + b. - c. =
9. .... Program is used to create tables and graphs.
   a. MS Word b. MS Excel c. MS PowerPoint
10. You can use .... to write a report.
    a. MS Word b. MS Excel c. MS PowerPoint

2 Put (✓) or (✗):

1. MS Word is used to collect numeric data. ( )
2. Use "Change Chart Type" from toolbar to choose the type of graph. ( )
3. To add cell values in MS Excel, you can use the symbol " * ". ( )
4. When researching a topic, you should first define a research question. ( )
5. We can't access information online. ( )
6. Digital books found on your device require internet connection for you be able to use them. ( )
7. You can use digital tools to collect data. ( )
8. It is recommended to put the collected data into specific files and folders. ( )
9. Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. ( )
10. AutoSum is used to divide cell values automatically in Excel. ( )
11. You should process the collected to get to results and share them with others. ( )

3 Complete the following sentences using the words between the brackets:

(Quick Layout - " = " - Processing - MS PowerPoint - " + ")

1. .... is the program used to make a presentation.
2. To add values of Excel cells, you can use ....
3. .... is crucial to get results and share them with others.
4. To create an equation in MS Excel, you should use ....
5. To choose the layout of a graph, select .... from toolbar, Chart Design.



Presenting Information in an Appealing Way

» An effective presentation is just like your favorite TV show or movie, it's a story that you are telling your audience, whatever the content.

• يشبه العرض التقديمي الفعال برنامجك التلفزيوني أو فيلمك المفضلَين، وهو قصة تتواصل من خلالها مع الجمهور بغض النظر عن المحتوى.

Microsoft Word and PowerPoint

Text



- Text can show important information in an appealing way.
- Use the formatting tools to:
  1. Use one or two colors to show emphasis on specific information.
  2. Put important text in **bold** to make key information stand out.
  3. You can also insert WordArt to make the text have even more impact.



يمكنك استخدام النص لعرض المعلومات المهمة بطريقة جذابة.

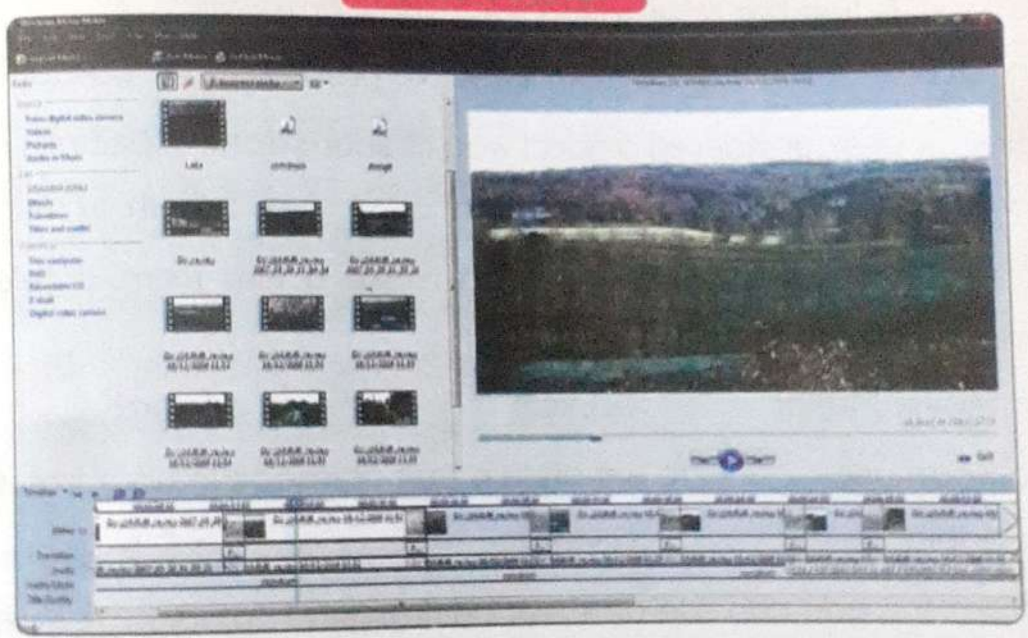
بواسطة أدوات التنسيق يمكنك:

1. استخدام لون أو اثنين لإبراز معلومات محددة.
2. استخدام الخط الغامق لإبراز المعلومات الرئيسة.
3. يمكنك إدراج WordArt لزيادة تأثير النص.

Background	• In PowerPoint, consider using different background colors. في برنامج العروض التقديمية يمكنك استخدام ألوان مختلفة للخلفية.
Photographs	• Photographs that reflect the topic of your message can catch the viewer's eye. يمكن للصور الفوتوغرافية التي تعكس موضوعك أن تلفت انتباه الجمهور.
Shapes	• You can also insert shapes or even your own drawings. في العروض التقديمية يمكنك إدراج أشكالك أو رسوماتك الخاصة.
Graphs & Charts	• Graphs and charts are a good way to share data, especially numbers. تُعد الرسوم البيانية والمخططات وسيلة جيدة لمشاركة البيانات وخاصة الأرقام.

Audio	• You can add audio to enhance a text or image. • Be sure that it's not too long or distracting. - يمكنك إضافة محتوى صوتي لتعزيز النص أو الصورة. - تأكد من أن المحتوى الصوتي ليس طويلًا جدًا أو مُشتتًا للانتباه، ويكون مرتبطًا بالموضوع.
Video Clips	• You can add video clips in your presentation. • Whether they're ones you found online, or videos you have made. - يمكنك استخدام مقاطع الفيديو في عرضك التقديمي، سواء التي أنشأتها بنفسك أو التي استعنت بها من خلال الإنترنت.

Movie Maker



• You can use Movie Maker to make a film from a selection of still images.

• يمكنك استخدام Movie Maker لإنشاء فيلم من مجموعة صور ثابتة.

• The intellectual property rights of others should be respected when using their photos, videos and audio files.

• يجب مراعاة حقوق ملكية الآخرين الفكرية عند استخدام الصور ولقطات الفيديو والملفات الصوتية.



1 Choose the correct answer:

1. You can use PowerPoint to present your ideas in ______ way.
   a. a normal b. a boring c. an appealing
2. You can add a video clip that you have created to your presentation or you can get one from ______ .
   a. the internet b. Excel c. Word
3. ______ is just like your favorite TV show or movie.
   a. EKB b. An effective presentation c. A table
4. ______ are considered a good way to share data, especially numbers.
   a. Graphs b. Charts c. Both of them
5. You can use ______ Program to make a film from a selection of images.
   a. Movie Maker b. Excel c. Word
6. You can use ______ to enhance a text or image in your presentation.
   a. audio b. video c. a & b
7. In ______, you can use different background colors.
   a. web browsers b. PowerPoint c. Excel
8. In PowerPoint, you can put important text in ______ font to make that text stand out.
   a. bold b. normal c. small
9. You can insert ______ to make text have even more impact in PowerPoint.
   a. audio b. video c. WordArt



2 Put (✓) or (✗):

1. An effective presentation is just like your favorite TV show or movie. ( )
2. You can put important text in a different color to put emphasis on specific information. ( )
3. It is recommended to put important text in bold to make key information stand out. ( )
4. You can insert an audio to enhance a text in your slideshow. ( )
5. You can use more colors to catch the viewer's eye. ( )
6. Photographs should be relevant to your topic. ( )
7. It is not preferred to add video clips in your presentation. ( )
8. WordArt is an amazing feature in Excel. ( )
9. The audio you add to your presentation should be too long to attract more people. ( )
10. Graphs and charts are a good way to share data. ( )
11. You can insert shapes in MS Word only. ( )
12. The intellectual property rights of others is not important when using their photos or videos. ( )

3 Complete the following sentences using the words between the brackets:

(WordArt - Intellectual property rights -Movie Maker - Graphs and charts -presentation)

1. Your .... is like a story that you are telling your audience.
2. .... is used to make a film from a selection of images.
3. .... make text have even more impact.
4. .... are a good way to share data, especially numbers.
5. .... should be respected when using photos, videos or audio files of others.





Producing an Effective Presentation

Storyboards • It is a chart that shows a sequence of content that forms a plan or outline of your presentation.

» Using Microsoft PowerPoint to make storyboards can be valuable to help in producing an effective presentation.

- لوحة العمل: هي مخطط يبين تسلسل محتوى معين على شكل مخطط أو خطوط عريضة لعرضك التقديمي.
- يمكن استخدام برنامج العروض التقديمية PowerPoint لإعداد لوحات عمل لإنشاء عرض تقديمي فعال.



Importance of storyboard:

1. Storyboard helps you organize your ideas in order.
2. A storyboard allows you to tell the story you want in a simple way.
3. A storyboard helps you give an organized and understandable presentation.
4. A storyboards allow you to:

pre-visualize the results of a presentation	plan your ideas

أهمية لوحة العمل:

1. تساعدك لوحة العمل على تنظيم أفكارك بتسلسل.
2. تسمح لك بسرد القصة التي تريدها بطريقة مبسطة.
3. تساعدك على تقديم عرض منظم ومفهوم.
4. تتيح لك لوحات العمل التخطيط لأفكارك وتصوُّر نتائج العرض مسبقًا.



» Make a very rough version of your presentation with a description of each slide. To see an overview of your presentation, go to:

View ⟶ Slide Sorter

• قم بإعداد مسودة لعرضك التقديمي، وأضف وصفًا لكل شريحة بعدها، يمكنك الحصول على لمحة عامة عن عرضك التقديمي عن طريق:

- انتقل إلى تبويب (العرض) ⟵ اختيار (فارز الشرائح)

The 10-20-30 Rule of Microsoft PowerPoint

» A PowerPoint Presentation shouldn't present too much information or take up too much time that will overwhelm the audience.

» Font size should be easy to read.

Up to ten slides only	No longer than 20 minutes	Font no smaller than 30



قاعدة 10 – 20 – 30 في برنامج العروض التقديمية (PowerPoint):

• لا يجب أن يقدم العرض التقديمي كمية هائلة من المعلومات أو يستغرق الكثير من الوقت، فهذا قد يرهق الجمهور.

• يجب أن يكون حجم الخط سهل القراءة:

– عدد الشرائح 10 شرائح بحد أقصى.

– مدة العرض لا تتجاوز 20 دقيقة

– حجم الخط لا يكون أصغر من 30.

Explore:

» Work with your group about an issue you'd like to share. Think about the story you'd like to tell.

- What information goes in your PowerPoint storyboard?
- What will you talk about for each section?

» Discuss and write notes about what you'd like to include.

لنستكشف:

اعمل ضمن مجموعة لمناقشة قضية تود مشاركتها. فكِّر في قصة ذات صلة تود سردها. ما هي المعلومات التي يمكن تضمينها في لوحة عملك على برنامج العروض التقديمية PowerPoint؟

ماذا ستذكر في كل قسم؟ ناقش ودوِّن الملاحظات عن كل المعلومات التي تريد تضمينها.



1 Choose the correct answer:

1. ______ allow(s) you to plan your ideas and pre-visualize the results of a presentation.
   a. WordArt b. Storyboards c. Storytelling
2. The number of slides in a presentation should not be more than ______ slides.
   a. 10 b. 20 c. 30
3. Storyboards allow you to ______ .
   a. plan your ideas b. make videos c. collect data
4. Go to View, then ______ to see an overview of your presentation.
   a. Slide Master b. Slide Sorter c. Slide Page
5. The font used in a PowerPoint presentation should be no smaller than ______ -point size.
   a. 10 b. 20 c. 30
6. A PowerPoint presentation should not be longer than ______ minutes.
   a. 10 b. 20 c. 30
7. You can use the ______ in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
   a. Design tab b. View tab c. Insert tab

2 Put (✓) or (✗):

1. Microsoft PowerPoint is used to create an effective presentation. (   )
2. A storyboard allows you to tell the story you want in a difficult way. (   )
3. A storyboard helps you organize your ideas. (   )
4. The 10-20-30 rule is used in MS Excel. (   )
5. Be sure the font size is easy to read in your presentation. (   )
6. A PowerPoint Presentation should present too much information. (   )
7. The number of slides in a presentation should be more than 10 slides. (   )
8. You can use alternatives to the normal black-and-white design of your presentation. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Storyboard	a. is a digital tool used to make a presentation.
2 View/Slide Sorter	b. shouldn't be smaller than 30-point size in a presentation.
3 Font size	c. allows you to see an overview of your presentation.
4 Design tab	d. offers alternatives to the normal black-and-white design of your presentation.
5 Microsoft PowerPoint	e. helps you organize your ideas in a presentation.

1 .... 2 .... 3 .... 4 .... 5 ....



Web Design Principles

» You can share your story in a variety of ways:



Use PowerPoint.	Create a poster.	Post it online as a web page.

Creating a Web Page

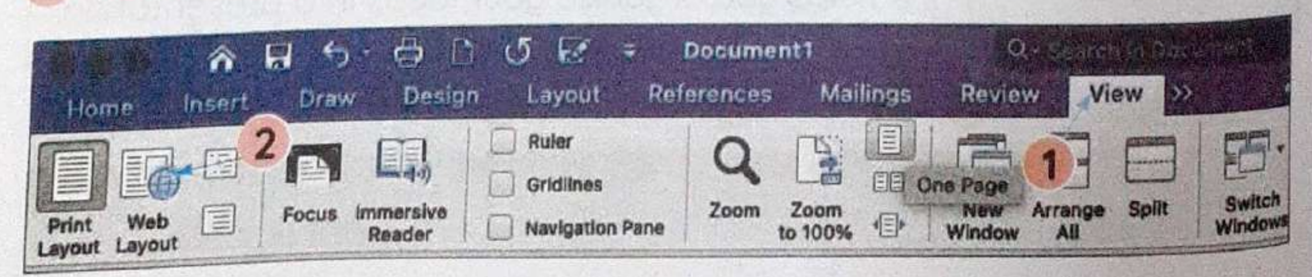
» You can create your story directly through:



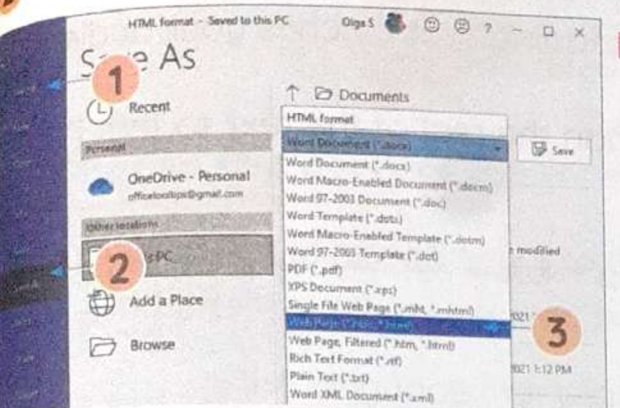
- يمكنك مشاركة قصتك بطرق متنوعة، منها: استخدام برنامج العروض التقديمية PowerPoint، أو عن طريق إنشاء ملصق، أو من خلال نشرها على الإنترنت من خلال صفحة ويب.
- يمكنك إنشاء صفحتك أو قصتك من خلال برنامج بناء المواقع الإلكترونية، أو من خلال برنامج معالج الكلمات Word.

Using Microsoft Word to create your web page:

1 View → Web Layout



2 You can also save a file as a web page by choosing:



File ⟶ Save As ⟶ Web Page

يمكنك إنشاء صفحة الويب الخاصة بك عن طريق:

1 اختيار علامة تبويب «العرض»، ثم النقر على «تخطيط الويب».

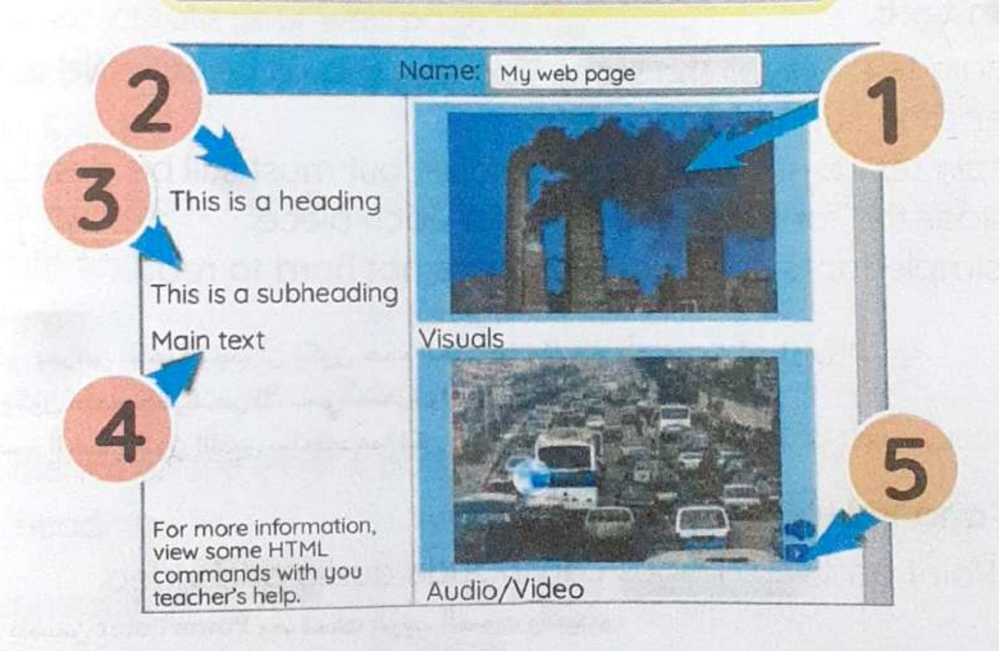
2 يمكنك حفظ الملف كصفحة ويب من خلال:

File ⟶ Save As ⟶ Web Page

HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser.

هي لغة ترميز النص التشعبي، أي: لغة الترميز التي ستعرض على متصفح الإنترنت.

Website-building Program



The components of a web page displayed in an online search engine:

1 Image:

» Consider including a larger image that reflects the main message or provides information for your story. You may also include smaller images.

1- الصورة:

- فكِّر في تضمين صورة أكبر تعكس الرسالة الرئيسة أو تقدم معلومات لقصتك، يمكنك أيضًا استخدام صور أصغر.

2 Heading:

- Your story should have a title or heading that catches your audience's attention.
- It should have a larger font size than the rest of the text so that it stands out.

2- العنوان:

- يجب أن يكون لقصتك عنوان يلفت انتباه جمهورك. - ويجب أن يكتب العنوان بخط أكبر لتمييزه عن باقي النص.

3 Subheading:

- Subheadings break up information.
- They allow your audience to see what a particular section of your story is about.
- Subheadings have a smaller font size than headings.

2- العنوان الفرعي:

- تفصل العناوين الفرعية المعلومات. - وتمكن الجمهور من معرفة الموضوع الذي يتناوله جزء معين من القصة.
- تُكتب العناوين الفرعية بخط أصغر من العناوين الرئيسة.

4 Main text:

- The main text will tell the story. Text size should be suitable and smaller than subheadings.
- The main text font size must be smaller, but must still be clearly visible.
  - Consider the font size and color for each piece.
  - Use simple fonts so your message is not hard to read.

4- النص الأساسي:

- النص الذي يعرض القصة يجب أن يكون حجم الخط فيه مناسبًا، وأصغر من العناوين الفرعية.
- يجب أن يكون حجم خط النص الأساسي أصغر، ولكن يجب أن يبقى واضحًا.
- فكر في حجم الخط واللون اللذين ستعتمدهما لكل فقرة. - استخدم الخطوط البسيطة لتظل رسالتك سهلة القراءة.

5 Audio and Video:

- PowerPoint and web pages can include audio and video.

- يمكن أن يتضمن PowerPoint وصفحات الويب الصوت والفيديو.

Explore:

- Work with your group about the issue you want to present. Is your presentation web-based, a poster, or a presentation? What factors will ensure that your type of presentation tells your story successfully? What steps will you take, and who will do them?

لنستكشف: تابع العمل مع مجموعتك على القضية التي تريدون مشاركتها. هل ستقدمون عرضكم على الإنترنت أم بشكل ملصق أم على برنامج العروض التقديمية PowerPoint؟ ما العناصر التي تضمن أن نوع العرض التقديمي سينقل قصتكم بنجاح؟ ما الخطوات التي ستأخذونها؟ ومَنْ سينفذها؟



1 Choose the correct answer:

1. You can use Microsoft Word to create ....
   a. reports b. web pages c. a & b
2. .... is the language that will be displayed on a web browser.
   a. PHP b. HTML c. HMLT
3. You can choose " .... " from File menu to save a file as a web page.
   a. Save As b. Save c. Share
4. You can create your web page using ....
   a. website-building program b. MS Word c. a & b
5. The web page heading should have a .... font size than the rest of the text.
   a. smaller b. larger c. normal
6. A web page's .... breaks up the information and allows your audience to see what a particular section of your story is about.
   a. heading b. subheading c. main text
7. Subheadings have a .... font size than headings.
   a. smaller b. larger c. normal
8. It is recommended to use simple fonts, so your message is .... to read.
   a. easy b. hard c. difficult
9. Consider including .... image that reflects the main message of your web page.
   a. smaller b. larger c. normal



2 Put (✓) or (✗):

1. You can use Microsoft Word to create a web page. ( )
2. Your story should not have a heading in your web page. ( )
3. Subheadings have a larger font size than headings. ( )
4. The font size of the main text should be smaller than subheadings. ( )
5. Use simple fonts, so your message is hard to read. ( )
6. Web pages can include audio and video. ( )
7. Consider including a smaller image that reflects the main message of your web page. ( )
8. You can save a web page from Edit menu. ( )
9. Web pages just include large images. ( )

3 Complete the following sentences using the words between the brackets:

(Headings - font size - MS Word – HTML - color - Subheadings)

1. .... is the language that will be displayed on a web browser.
2. You can use .... to create a web page.
3. .... break up information and allow audience to see what a section of your story is about.
4. Consider .... and .... for each section of the web page.
5. .... should have a larger font size to catch your audience's attention.

Tests on Theme 4



Test 1

1 Choose the correct answer:

1. To add titles or labels of a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format c. Change chart type
2. Fossil fuels are found in nature in the form of ....
   a. coal b. natural gas and oil C. a&b
3. Dr. Ponce de Leon used .... to monitor the appliances.
   a. sensors b. thermostat c. bluetooth
4. If you don't use official stores, only download software from .... sources.
   a. trusted b. untrusted c. unknown
5. The .... system is called the base two system.
   a. binary numbers b. decimal c. octal
6. .... are just like your favorite TV show or movie.
   a. The EKB b. Effective presentations c. Tables
7. The font used in a PowerPoint presentation should be smaller than .... point size.
   a. 10 b. 20 c. 30
8. Dr. Ponce de Leon uses technology to collect data to .... for the future.
   a. plan b. manage teams
   c. save renewable energy

2 Put (✓) or (✗):

1. MS word is used to collect numeric data. (   )
2. you should process the collected to get to results and share them with others. (   )
3. WordArt is an amazing Excel feature. (   )
4. The intellectual property rights of others are not important when using their photos or videos. (   )
5. The 10-20-30 rule is used in MS Excel. (   )
6. You can insert audio to enhance the text in your slideshow. (   )
7. You can save a web page from the Edit menu. (   )

Test 2

1 Choose the correct answer:

1. You can use .... to enhance the text or image in your presentation.
   a. audio b. video c. a&b
2. Go to view , then .... to see an overview of your presentation.
   a. Slide Master b. Slide Sorter c. Slide page
3. The web page heading should have a .... font size than the rest of the text.
   a. smaller b. larger c. normal
4. You can use .... to save the images you create and insert them into your document.
   a. Microsoft Word b. Paint c. email
5. You can use the .... sign to subtract the values of cells in Excel.
   a. + b. - c. =
6. Subheadings have a .... font size than headings on web pages.
   a. smaller b. larger c. normal
7. You can use .... program to make a film from a selection of images.
   a. Movie Maker b. Excel c. Word
8. The electricity used by air conditioners in the summer is .... in the winter.
   a. more than b. less than c. the same

2 Put (✓) or (✗):

1. You can insert audio to enhance the text in your slideshow. ( )
2. A PowerPoint Presentation should present too much information. ( )
3. Subheadings have a larger font size than headings on web pages. ( )
4. Egypt uses data and information management systems. ( )
5. There is just one way to produce energy. ( )
6. All software updates require a restart. ( )

Test 3

1 Choose the correct answer:

1. You can insert .... to make text have even more impact in PowerPoint.
   a. audio b. video c. WordArt
2. you can use Microsoft Word to create ....
   a. reports b. web pages c. a &b
3. .... is one of the renewable energy sources.
   a. Natural gas b. The Sun c. Coal
4. .... are considered a good way to share data especially numbers.
   a. Graphs b. Charts c. a&b
5. Computers understand .... signals.
   a. Optical b. electrical C. a&b
6. Humans use the .... system to communicate using numbers.
   a. binary numbers b. decimal c. octal
7. Dr. Diego holds a PhD from the University of ....
   a. Chicago b. California c. New York
8. If you downloaded a software program, you can find the program in the .... folder.
   a. Installed b. Favourites c. Downloads

2 Put (✓) or (✗):

1. Web pages can include audios and videos. ( )
2. Thermostat is a device that communicates information back to a computer. ( )
3. "Screen freezes" is one of the common problems when using PC. ( )
4. The binary numbers system has just two numbers (1&2). ( )
5. One of the tools you may need for a group project is email. ( )
6. You can use more colors on your web page to catch the viewer's eye. ( )
7. Storyboard in MS PowerPoint helps you organize your ideas. ( )





1 Choose the correct answer:

1. .... is the language that will be displayed on a web browser.
   a. Php b. HTML c. Java
2. The time of the PowerPoint presentation should not be longer than .... minutes.
   a. 10 b. 20 c. 30
3. .... is the program that is used to handle the numeric data.
   a. Word b. Excel c. PowerPoint
4. To add titles or labels of a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format c. Change chart type
5. You can use .... to send your work to your colleagues.
   a. Microsoft Word b. Paint c. email
6. The .... system is called the base ten system.
   a. binary numbers b. decimal c. octal
7. Computers are simple and efficient like a ....
   a. light switch b. light lamp c. TV
8. To solve the problem of screen freezes, you can use ....
   a. Alt, Del, and Enter b. Alt, Tab, and Shift c. Alt, Ctrl, and Del

2 Put (✓) or (✗):

1. Dr. Diego used technology to reduce energy waste. ( )
2. Web pages just include large images. ( )
3. You must install updates for programs manually. ( )
4. Computers understand information represented by on/off. ( )
5. You can not use alternatives to the normal black-and-white design of your presentation. ( )
6. Microsoft Word is one of Microsoft Office 365 programs. ( )
7. You can not insert an image into a Word document. ( )

Test 5

1 Choose the correct answer:

1. Dr. Diego develops the use of technology to build data systems related to ....
   a. renewable energy b. fossil fuels c. debris
2. .... allow(s) you to plan your ideas and pre-visualize the results of a presentation.
   a. WordArt b. Storyboards c. Storytelling
3. To turn your device off press and hold down the .... button.
   a. power b. Esc c. enter
4. Thermostat is used in refrigerators to measure the ....
   a. temperature b. energy c. humidity
5. In ...., you can use different background colors.
   a. Web browsers b. PowerPoint c. Excel
6. In MS PowerPoint, you can put an important text in .... font to make that text stand out.
   a. bold b. normal c. small
7. You can create your web page using ....
   a. website-building program b. MS Word
   c. a&b
8. A web page's .... break up information and allow your audience to see what a particular section of your story is about.
   a. heading b. subheadings c. main text

2 Put (✓) or (✗):

1. Dr. Ponce was able to balance the power grid by moving and storing the electricity. ( )
2. Software programs, such as Microsoft Office and Google. ( )
3. All online sources, safe to download programs. ( )
4. The number 7 in the binary numbers system is equivalent to (111) in the binary system. ( )
5. Identifying personal characteristics of team members can benefit the group. ( )
6. You can not attach a document to your email. ( )
7. You can use Microsoft Word to create a web page. ( )

Model Exams



Model Exam 1

1 Choose the correct answer:

1. Ms. Keiner is a Global Goals Ambassador for the ....
   a. United States b. United Nations c. United Emirates
2. You can use digital tools as .... to help others and contribute in social activities.
   a. YouTube b. the EKB c. social media
3. .... is an example of a commercial website.
   a. The EKB b. Amazon c. WordPress
4. You can use .... to check for spelling and grammar.
   a. Microsoft Editor b. Microsoft Excel c. Microsoft Windows
5. Nowadays, ... is/are being used instead of power generated from fossil fuels.
   a. solar energy b. natural gas and oil c. a&b
6. Humans use the .... system to communicate using numbers.
   a. binary b. decimal c. octal
7. You can use .... program to make a film from a selection of images.
   a. Movie Maker b. Excel c. Word
8. A web page's .... break up information and allow your audience to see what a particular section of your story is about.
   a. heading b. subheadings c. main text

2 Put (✓) or (✗):

1. You should always be respectful when communicating with others. (   )
2. The EKB offers material that is subject to copyright. (   )
3. All online information is trusted. (   )
4. Recorded videos are an example of asynchronous communication. (   )
5. The binary system uses only the values 1&2. (   )
6. It is not available to edit a Word document by different users at in different places. (   )
7. When researching a topic, you should first define a research question. (   )

Model Exam 2

1 Choose the correct answer:

1. Dr. Ponce de Leon uses technology to collect data to .... for the future.
   a. plan b. manage teams c. save energy
2. The number of slides in a presentation should not be more than .... slides.
   a. 10 b. 20 c. 30
3. Microsoft Word can be edited by numerous users in different locations, if there is an available ....
   a. keyboard b. printer c. internet connection
4. The .... system is called the base ten system.
   a. binary b. decimal c. octal
5. Computers understand .... signals.
   a. optical b. electrical c. a&b
6. You can use the internet to communicate ....
   a. synchronously b. asynchronously c. a&b
7. A Creative Commons search is a resource to find .... materials.
   a. copyright-free b. protected c. digital
8. The .... is/are (an) example(s) of reliable online libraries.
   a. Alexandria Digital Library b. EKB
   c. a&b

2 Put (✓) or (✗):

1. Synchronous communication occurs in real-time communication. ( )
2. Your story should not have a heading on your web page. ( )
3. The binary numbers system is called the base ten system. ( )
4. Dr. Diego used technology to reduce energy waste. ( )
5. Google Chrome is a type of browsers that comes with Windows. ( )
6. The purpose of non-commercial websites is to sell products or services ( )
7. CSR is an abbreviation for corporate social responsibility. ( )

Model Exam 3

1 Choose the correct answer:

1. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries b. Meta information
   c. The Egyptian Knowledge Bank
2. The Egyptian Ministry of Environment started "Go Green" initiative in 2019, on the basis of ....
   a. social studies b. social responsibility c. a & b
3. If you're communicating with your teacher, you should use ....
   a. jokes b. titles c. his first name
4. The purpose of commercial websites is to ....
   a. provide information b. raise awareness c. sell products
5. In Egypt, a data and information management system was built to improve .... system.
   a. irrigation b. investment c. industry
6. In the decimal system, we use .... number symbol(s) to represent all possible numbers.
   a. one b. two c. ten
7. You can use .... to enhance a text or image in your presentation.
   a. audio b. video c. a & b
8. The font used in a PowerPoint presentation is recommended to be smaller than .... point size.
   a. 10 b. 20 c. 30

2 Put (✓) or (✗):

1. You should exhibit positive behavior in interactions with others. ( )
2. The Alexandria Digital Library is considered one of the unreliable online sources. ( )
3. You can't add videos or links within a collection in Microsoft Edge. ( )
4. Always be sure your message is clear when communicating online. ( )
5. Assigning roles to the group members is crucial when starting a project. ( )
6. All online sources are safe to download programs. ( )
7. AutoSum is used to divide cell values automatically in Excel. ( )

Model Exam 4

1 Choose the correct answer:

1. You can use Microsoft Word to create ....
   a. report b. web pages c. a & b
2. Computers use the .... system to store data more efficiently.
   a. binary numbers b. decimal c. octal
3. To add titles or labels of a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format c. Change chart type
4. .... is an example of synchronous communication.
   a. Email b. Live TV show c. A recorded video
5. We can use specialized search engines, such as ....
   a. Bing b. Google Chrome c. a&b
6. The .... feature in Microsoft Edge organizes research in one place.
   a. Selections b. Collections c. Toolbar
7. .... includes short pieces of information about the website.
   a. Icons b. Menus c. About link
8. When you are making a video chat with your friend, your emotions will be ....
   a. visible b. invisible c. no correct answer

2 Put (✓) or (✗):

1. The 10-20-30 rule is used in MS Excel. (   )
2. You can put important text in a different color to emphasis specific information. (   )
3. The number 5 in the binary system is equivalent to (101) in the binary system. (   )
4. Dr. Ponce was unable to balance the power grid by moving the electricity. (   )
5. Extreme reactions to products are usually good indicators of a product's true value. (   )
6. The EKB includes articles, dictionaries, encyclopedias, and videos. (   )
7. Ms. Keiner was collecting litter data alone. (   )

Model Exam 5

1 Choose the correct answer:

1. Ms. Keiner used an app called .... to collect data about PPE litter.
   a. the Debris Tracker b. Zoom c. Satellite
2. .... is one of your responsibilities as a digital citizen.
   a. Privacy b. Respecting other's privacy c. a & b
3. Even in more formal situations, it's usually safe to use .... positive emojis.
   a. zero b. one or two c. more
4. .... communication is useful when you are writing about everyday matter to family and you need an immediate or quick response.
   a. Synchronous b. Asynchronous c. a & b
5. Thermostat is used in refrigerators to measure the ....
   a. temperature b. energy c. humidity
6. You can use .... to save the images you create and insert them into your document.
   a. Microsoft Word b. Paint c. email
7. You can change the color of a graph/chart using .... from the toolbar.
   a. Format b. Quick Layout C. Change chart type
8. Storyboards in MS PowerPoint allows you to ....
   a. plan your ideas b. make videos c. collect data

2 Put (✓) or (✗):

1. Websites menus waste time when you search for information. (   )
2. Amazon is an example of commercial websites. (   )
3. Google Maps are considered accurate and they are regularly updated. (   )
4. You must install update for programs manually. (   )
5. WordArt is an amazing Excel feature. (   )
6. You can use Microsoft Word to create a web page. (   )
7. Digital books found on your device require an internet connection to be able to use them. (   )

Model Exam 6

1 Choose the correct answer:

1. Egyptian Knowledge Bank has content suitable for ....
   a. children only b. teachers only c. all ages
2. Peg Keiner uses .... to spread information about how to safely get rid of the problem of PPE.
   a. social media b. WhatsApp c. EKB
3. Customer reviews help customers decide if they want to .... a particular product or not.
   a. sell b. buy c. check
4. Online libraries such as .... have secure, verified information.
   a. Wikipedia b. the Alexandria Library
   c. social media
5. Dr. Diego develops the use of technology to build data systems related to ....
   a. renewable energy b. fossil fuels c. debris
6. In computer binary system, number (1) means ....
   a. on b. off c. pass
7. You can use .... to send your work to your colleague.
   a. Microsoft Word b. Paint c. email
8. .... Program is used to create tables and graphs.
   a. MS Word b. MS Excel c. MS PowerPoint

2 Put (✓) or (✗):

1. Be clear about your message when writing to someone for the first time. ( )
2. Commercial websites often include customer reviews. ( )
3. Synchronous communication is useful any time. ( )
4. The decimal number system is called base ten system. ( )
5. Graphs and charts are a good way to share data. ( )
6. Be sure the font size is easy to read in your presentation. ( )
7. You can save a web page from Edit menu. ( )

Model Exam 7

1 Choose the correct answer:

1. .... communication is a real-time communication between people.
   a. Synchronous b. Asynchronous c. both of them
2. .... is the language that will be displayed on a web browser.
   a. PHP b. HTML c. HMLT
3. You can use .... to add the values of cells in Excel.
   a. + b. - c. =
4. The binary system is used to send, receive and .... information on digital electronic devices.
   a. process b. delete c. store
5. If you download a software program, you can find the program in the .... folder.
   a. Installed b. Favorite c. Downloads
6. The electricity used by air conditioners in summer is .... the electricity used in winter.
   a. more than b. less than c. the same as
7. The meta information for the sites are placed .... each link.
   a. above b. below c. opposite to
8. Microsoft Edge is a/an .... that comes with Microsoft Windows.
   a. search engine b. web browser c. antivirus

2 Put (✓) or (✗):

1. A PowerPoint Presentation should present too much information. ( )
2. Photographs should be proper to your topic when you are designing a web page. ( )
3. You cannot attach a document to your email. ( )
4. We can use technology to solve many problems. ( )
5. Video chats and live television shows are examples of asynchronous communication. ( )
6. You can visit museums digitally through digital tools. ( )
7. We should depend on fake reviews when evaluating products and services. ( )

Model Exam 8

1 Choose the correct answer:

1. If you are writing to a person that you have never met, you should .... yourself first.
   a. introduce b. produce c. engage
2. One of the ways to respect online sources is to .... the sources.
   a. ignore b. credit c. download
3. Nonverbal communication doesn't show ....
   a. eye contact b. gestures & posture c. a & b
4. If someone writes a comment: "It is a very bad product, I wish I could evaluate it with zero!", this is considered a .... comment.
   a. positive b. negative c. none of the previous
5. .... communication doesn't (don't) occur in real time and doesn't (don't) require an immediate response.
   a. Synchronous b. Asynchronous c. Both of them
6. .... communication doesn't (don't) occur in real time and doesn't (don't) require an instant response.
   a. Synchronous b. Asynchronous c. Both of them
7. Dr. Ponce de Leon used .... to monitor the appliances.
   a. sensors b. thermostats c. WiFi
8. Computers only understand information represented by ....
   a. 1s b. 0s c. a & b

2 Put (✓) or (✗):

1. Being socially responsible includes being careful of the websites you use. ( )
2. The "Go Green" initiative covers only two environmental issues. ( )
3. Some websites have search engines inside. ( )
4. You can get the Editor online extension to use the Editor when you search or write emails. ( )
5. Specialized search engines may lead you to unreliable pages or unsafe pages. ( )
6. Some programs can be updated automatically. ( )
7. As a person in charge, be sure to answer any questions that your group members may have. ( )

Model Exam 9

1 Choose the correct answer:

1. You can use the .... in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
   a. Design tab b. View tab c. Insert tab
2. You can use .... to write a report.
   a. MS Word b. MS Excel c. MS PowerPoint
3. The .... system is called the base two system.
   a. binary b. decimal c. octal
4. To solve the problem of a screen freezing, you can use ....
   a. Alt, Tab, and Del b. Alt, Ctrl, and Del c. Alt, Ctrl, and Tab
5. .... communication is/are useful when you are writing about serious or complicated matters to someone you don't know well.
   a. Synchronous b. Asynchronous c. Both of them
6. Using Collections feature in Microsoft Edge, you can add ....
   a. videos b. images c. a & b
7. Websites can use information about the sites you visit to show .... about your interests.
   a. reviews b. advertisements c. information
8. The EKB and ADL websites have specialized ....
   a. personal information b. search engines
   c. a & b

2 Put (✓) or (✗):

1. Web pages include large images only. ( )
2. You can insert shapes in MS Word only. ( )
3. You have to discuss the tools needed to complete each section of the project after finishing the project. ( )
4. All software updates require a restart. ( )
5. Electricity uses in a certain town changes throughout the day. ( )
6. Online libraries sometimes include dictionaries, thesauruses, and encyclopedias in the same site. ( )
7. You can drag charts, graphs, links and texts into a collection in Microsoft Edge. ( )

Model Exam 10

1 Choose the correct answer:

1. When using EKB, ... help you to save time and find information easily.
   a. icons b. menus c. URL
2. Companies helping others by addressing environmental concerns or supporting important causes is called ....
   a. CSR b. GPR c. PPE
3. If you're communicating with a peer you don't know well, be sure to use their ....
   a. first name b. nickname c. abbreviations
4. .... allow visitors to contact or learn more about the people involved in a website.
   a. About link b. Contact link c. a & b
5. A rival business can post a fake .... reviews on their competitors' sites to prevent potential customers from making a purchase.
   a. positive b. negative c. none of the previous
6. .... are helpful for searching different media, such as images or videos online.
   a. Online libraries b. Online museums c. Online maps
7. .... is the program used to handle numeric data.
   a. Word b. Excel c. PowerPoint
8. .... are considered a good way to share data, especially numbers.
   a. Graphs b. Charts c. Both of them

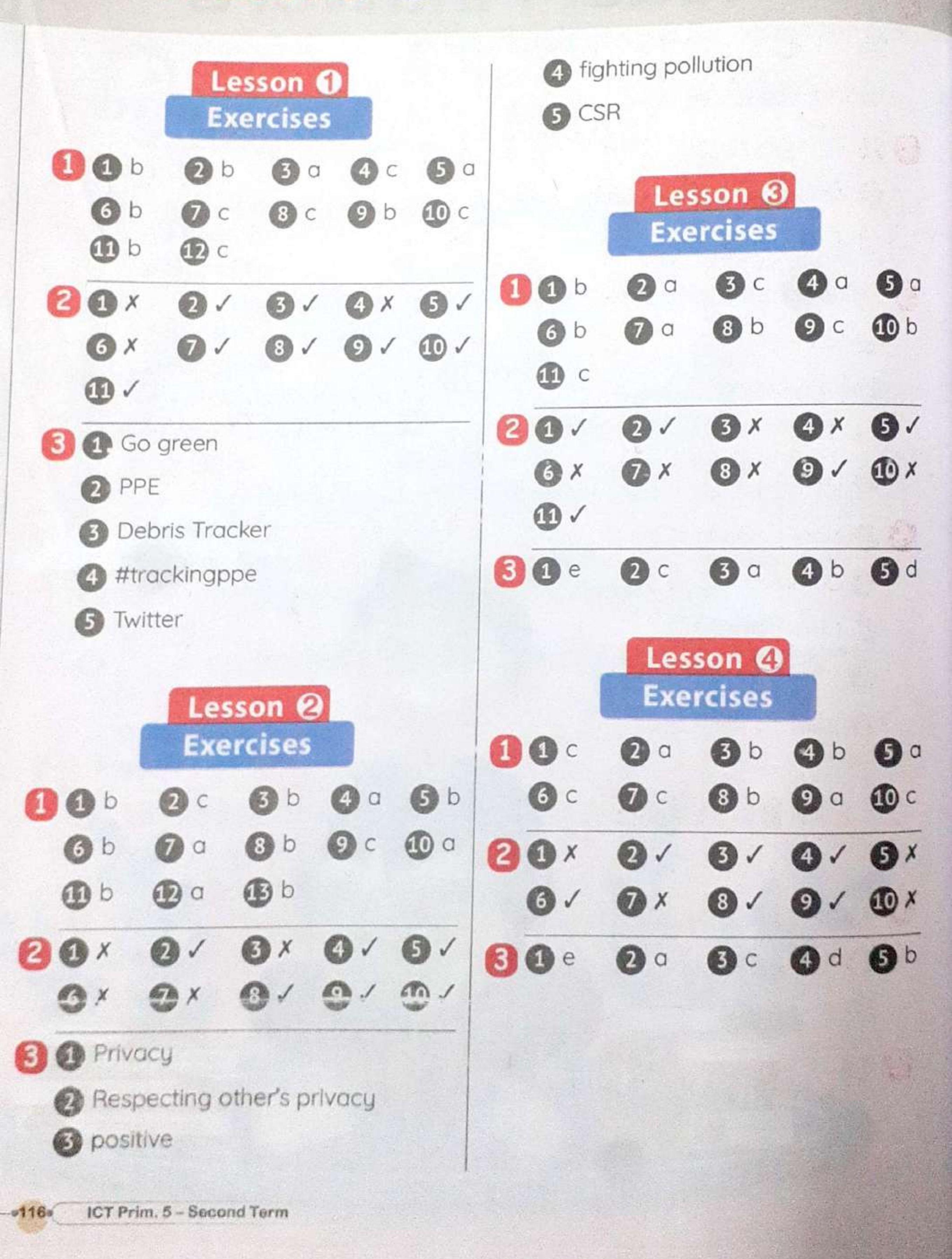
2 Put (✓) or (✗):

1. The factors affecting climate change are considered one of the most important social issues. (   )
2. In formal situations, you should not use emojis. (   )
3. It is recommended to make your site visually appealing and user friendly. (   )
4. A product's review that's overly positive or negative should be trusted. (   )
5. One of the most famous search engines is Bing. (   )
6. Asynchronous communication does not require an instant response. (   )
7. We can use technology to solve many problems. (   )

Model Answers



Theme 3



Lesson 1 Exercises

1
1. b 2. b 3. a 4. c 5. a
6. b 7. c 8. c 9. b 10. c
11. b 12. c

2
1. ✗ 2. ✓ 3. ✓ 4. ✗ 5. ✓
6. ✗ 7. ✓ 8. ✓ 9. ✓ 10. ✓
11. ✓

3
1. Go green
2. PPE
3. Debris Tracker
4. #trackingppe
5. Twitter

Lesson 2 Exercises

1
1. b 2. c 3. b 4. a 5. b
6. b 7. a 8. b 9. c 10. a
11. b 12. a 13. b

2
1. ✗ 2. ✓ 3. ✗ 4. ✓ 5. ✓
6. ✗ 7. ✗ 8. ✓ 9. ✓ 10. ✓

3
1. Privacy
2. Respecting other's privacy
3. positive
4. fighting pollution
5. CSR

Lesson 3 Exercises

1
1. b 2. a 3. c 4. a 5. a
6. b 7. a 8. b 9. c 10. b
11. c

2
1. ✓ 2. ✓ 3. ✗ 4. ✗ 5. ✓
6. ✗ 7. ✗ 8. ✗ 9. ✓ 10. ✗
11. ✓

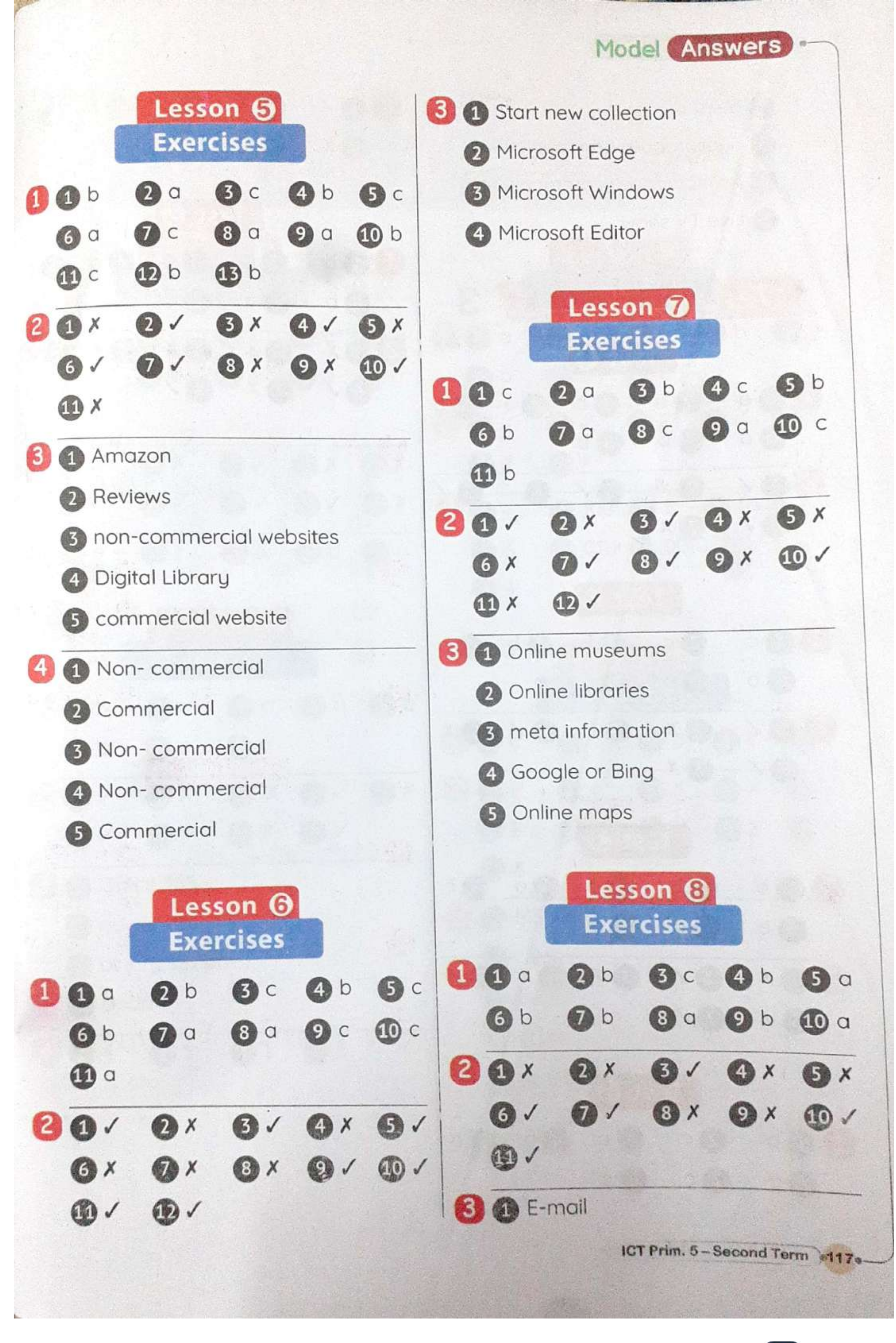
3
1. e 2. c 3. a 4. b 5. d

Lesson 4 Exercises

1
1. c 2. a 3. b 4. b 5. a
6. c 7. c 8. b 9. a 10. c

2
1. ✗ 2. ✓ 3. ✓ 4. ✓ 5. ✗
6. ✓ 7. ✗ 8. ✓ 9. ✓ 10. ✗

3
1. e 2. a 3. c 4. d 5. b



Lesson 5
Exercises

1
1 b 2 a 3 c 4 b 5 c
6 a 7 c 8 a 9 a 10 b
11 c 12 b 13 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✓ 8 ✗ 9 ✗ 10 ✓
11 ✗

3
1 Amazon
2 Reviews
3 non-commercial websites
4 Digital Library
5 commercial website

4
1 Non- commercial
2 Commercial
3 Non- commercial
4 Non- commercial
5 Commercial

Lesson 6
Exercises

1
1 a 2 b 3 c 4 b 5 c
6 b 7 a 8 a 9 c 10 c
11 a

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✗ 8 ✗ 9 ✓ 10 ✓
11 ✓ 12 ✓

3
1 Start new collection
2 Microsoft Edge
3 Microsoft Windows
4 Microsoft Editor

Lesson 7
Exercises

1
1 c 2 a 3 b 4 c 5 b
6 b 7 a 8 c 9 a 10 c
11 b

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗
6 ✗ 7 ✓ 8 ✓ 9 ✗ 10 ✓
11 ✗ 12 ✓

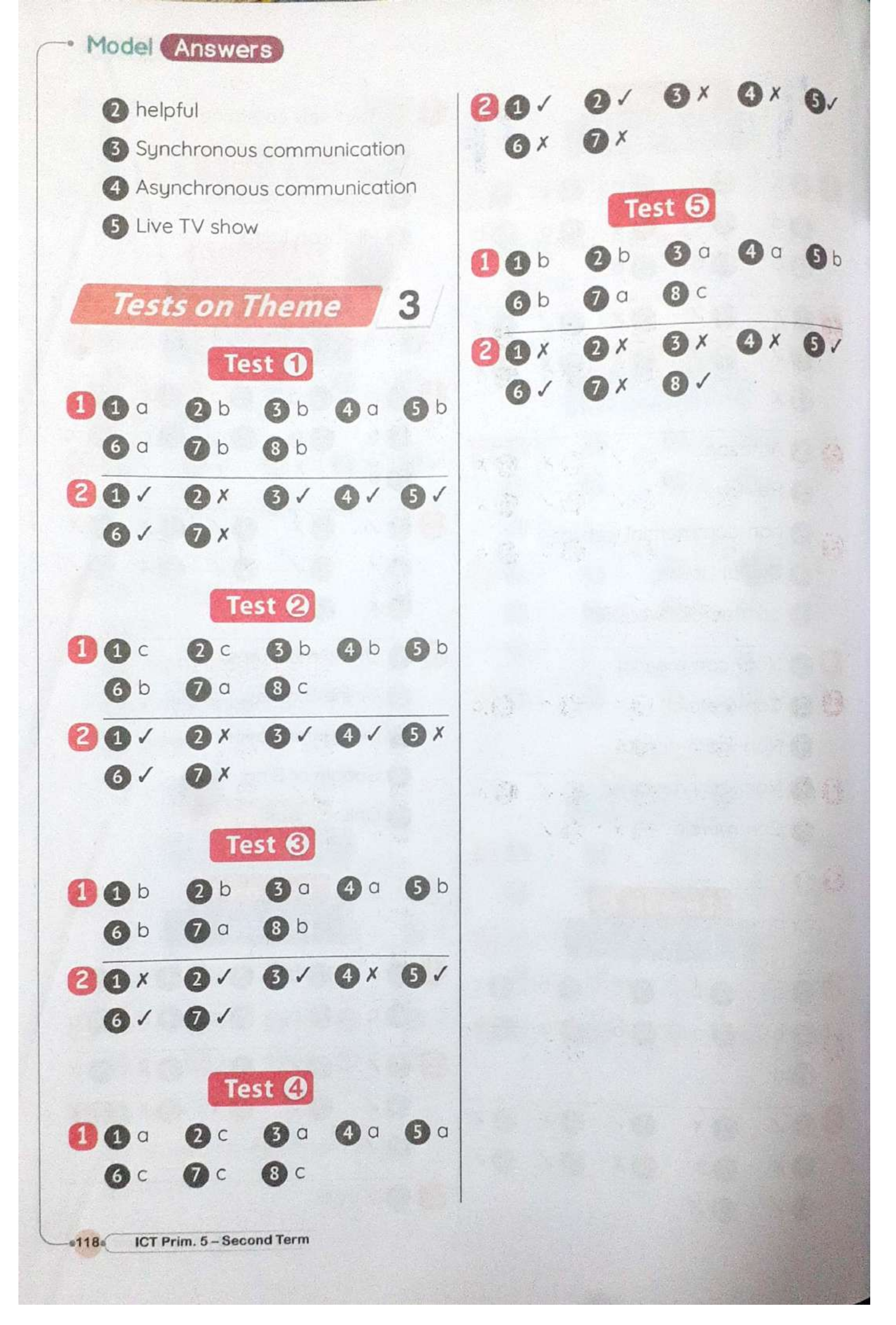
3
1 Online museums
2 Online libraries
3 meta information
4 Google or Bing
5 Online maps

Lesson 8
Exercises

1
1 a 2 b 3 c 4 b 5 a
6 b 7 b 8 a 9 b 10 a

2
1 ✗ 2 ✗ 3 ✓ 4 ✗ 5 ✗
6 ✓ 7 ✓ 8 ✗ 9 ✗ 10 ✓
11 ✓

3
1 E-mail



2. helpful
3. Synchronous communication
4. Asynchronous communication
5. Live TV show

Tests on Theme 3

Test 1

1 ① a ② b ③ b ④ a ⑤ b ⑥ a ⑦ b ⑧ b

2 ① ✓ ② ✗ ③ ✓ ④ ✓ ⑤ ✓ ⑥ ✓ ⑦ ✗

Test 2

1 ① c ② c ③ b ④ b ⑤ b ⑥ b ⑦ a ⑧ c

2 ① ✓ ② ✗ ③ ✓ ④ ✓ ⑤ ✗ ⑥ ✓ ⑦ ✗

Test 3

1 ① b ② b ③ a ④ a ⑤ b ⑥ b ⑦ a ⑧ b

2 ① ✗ ② ✓ ③ ✓ ④ ✗ ⑤ ✓ ⑥ ✓ ⑦ ✓

Test 4

1 ① a ② c ③ a ④ a ⑤ a ⑥ c ⑦ c ⑧ c

2 ① ✓ ② ✓ ③ ✗ ④ ✗ ⑤ ✓ ⑥ ✗ ⑦ ✗

Test 5

1 ① b ② b ③ a ④ a ⑤ b ⑥ b ⑦ a ⑧ c

2 ① ✗ ② ✗ ③ ✗ ④ ✗ ⑤ ✓ ⑥ ✓ ⑦ ✗ ⑧ ✓

Theme 4

Lesson 1
Exercises

1
1. b 2. b 3. a 4. c 5. a
6. b 7. a 8. a 9. a 10. a
11. b

2
1. ✓ 2. ✗ 3. ✓ 4. ✗ 5. ✗
6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✗

3
1. e 2. c 3. d 4. b 5. a

Lesson 2
Exercises

1
1. b 2. a 3. c 4. a 5. a
6. b 7. c 8. a

2
1. ✓ 2. ✗ 3. ✗ 4. ✓ 5. ✗
6. ✓ 7. ✗ 8. ✗ 9. ✓

3
1. Office 365
2. power- 30 second
3. binary system
4. Updates

4
1. 4 2. 2 3. 1 4. 3

Lesson 3
Exercises

1
1. a 2. c 3. c 4. b 5. a
6. b 7. c 8. c

2
1. ✓ 2. ✓ 3. ✗ 4. ✓ 5. ✗
6. ✗ 7. ✗

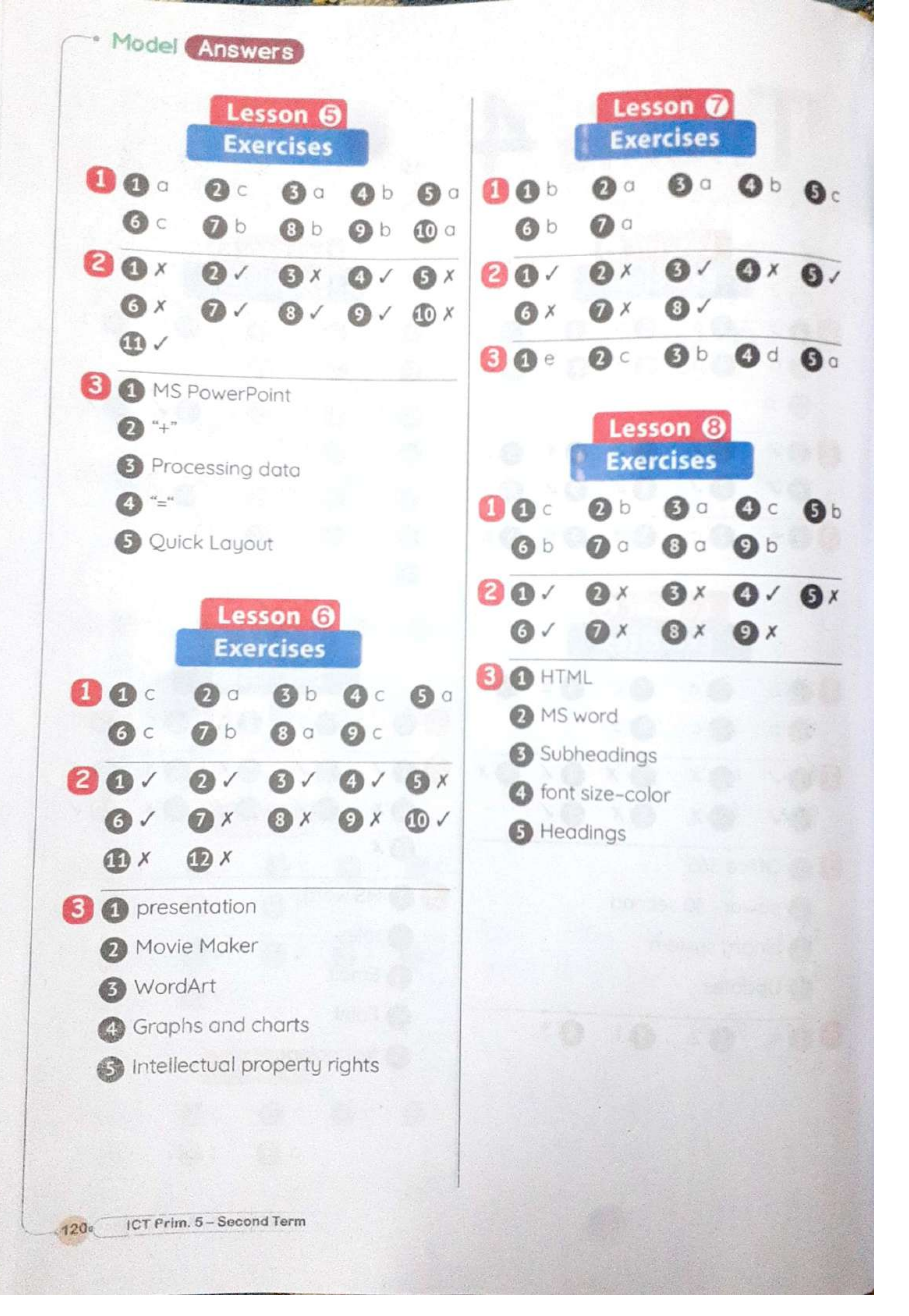
3
1. 1 2. 1001 3. 5 4. 1000
5. 6 6. 0111 7. 0010
8. 4

Lesson 4
Exercises

1
1. a 2. c 3. b 4. c 5. c

2
1. ✓ 2. ✓ 3. ✗ 4. ✗ 5. ✓
6. ✗ 7. ✓ 8. ✓ 9. ✗ 10. ✓
11. ✗

3
1. MS word
2. roles
3. Email
4. Paint
5. technology



Model Answers

Lesson 5 – Exercises

1
1. a 2. c 3. a 4. b 5. a
6. c 7. b 8. b 9. b 10. a

2
1. ✗ 2. ✓ 3. ✗ 4. ✓ 5. ✗
6. ✗ 7. ✓ 8. ✓ 9. ✓ 10. ✗
11. ✓

3
1. MS PowerPoint
2. "+"
3. Processing data
4. "="
5. Quick Layout

Lesson 6 – Exercises

1
1. c 2. a 3. b 4. c 5. a
6. c 7. b 8. a 9. c

2
1. ✓ 2. ✓ 3. ✓ 4. ✓ 5. ✗
6. ✓ 7. ✗ 8. ✗ 9. ✗ 10. ✓
11. ✗ 12. ✗

3
1. presentation
2. Movie Maker
3. WordArt
4. Graphs and charts
5. Intellectual property rights

Lesson 7 – Exercises

1
1. b 2. a 3. a 4. b 5. c
6. b 7. a

2
1. ✓ 2. ✗ 3. ✓ 4. ✗ 5. ✓
6. ✗ 7. ✗ 8. ✓

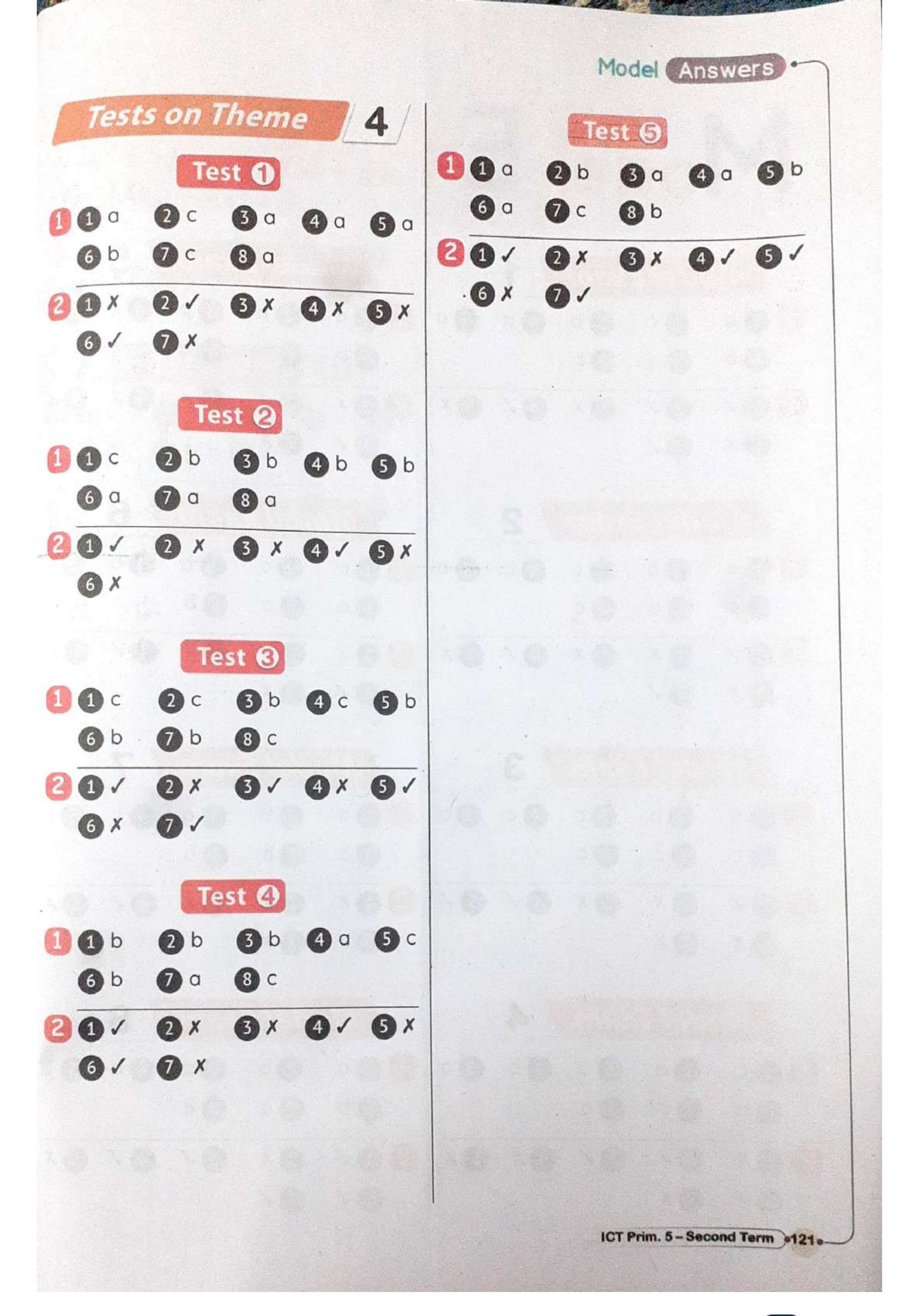
3
1. e 2. c 3. b 4. d 5. a

Lesson 8 – Exercises

1
1. c 2. b 3. a 4. c 5. b
6. b 7. a 8. a 9. b

2
1. ✓ 2. ✗ 3. ✗ 4. ✓ 5. ✗
6. ✓ 7. ✗ 8. ✗ 9. ✗

3
1. HTML
2. MS word
3. Subheadings
4. font size-color
5. Headings



Tests on Theme 4

Test 1

1. (1) a (2) c (3) a (4) a (5) a (6) b (7) c (8) a
2. (1) ✗ (2) ✓ (3) ✗ (4) ✗ (5) ✗ (6) ✓ (7) ✗

Test 2

1. (1) c (2) b (3) b (4) b (5) b (6) a (7) a (8) a
2. (1) ✓ (2) ✗ (3) ✗ (4) ✓ (5) ✗ (6) ✗

Test 3

1. (1) c (2) c (3) b (4) c (5) b (6) b (7) b (8) c
2. (1) ✓ (2) ✗ (3) ✓ (4) ✗ (5) ✓ (6) ✗ (7) ✓

Test 4

1. (1) b (2) b (3) b (4) a (5) c (6) b (7) a (8) c
2. (1) ✓ (2) ✗ (3) ✗ (4) ✓ (5) ✗ (6) ✓ (7) ✗

Test 5

1. (1) a (2) b (3) a (4) a (5) b (6) a (7) c (8) b
2. (1) ✓ (2) ✗ (3) ✗ (4) ✓ (5) ✓ (6) ✗ (7) ✓

Model Exams

Model Exam 1

1. ① b ② c ③ b ④ a ⑤ a ⑥ b ⑦ a ⑧ b
2. ① ✓ ② ✓ ③ ✗ ④ ✓ ⑤ ✗ ⑥ ✗ ⑦ ✓

Model Exam 2

1. ① a ② a ③ c ④ b ⑤ b ⑥ c ⑦ a ⑧ c
2. ① ✓ ② ✗ ③ ✗ ④ ✓ ⑤ ✗ ⑥ ✗ ⑦ ✓

Model Exam 3

1. ① b ② b ③ b ④ c ⑤ a ⑥ c ⑦ c ⑧ c
2. ① ✓ ② ✗ ③ ✗ ④ ✓ ⑤ ✓ ⑥ ✗ ⑦ ✗

Model Exam 4

1. ① c ② a ③ a ④ b ⑤ a ⑥ b ⑦ c ⑧ a
2. ① ✗ ② ✓ ③ ✓ ④ ✗ ⑤ ✗ ⑥ ✓ ⑦ ✗

Model Exam 5

1. ① a ② b ③ b ④ a ⑤ a ⑥ b ⑦ a ⑧ a
2. ① ✗ ② ✓ ③ ✓ ④ ✗ ⑤ ✗ ⑥ ✓ ⑦ ✗

Model Exam 6

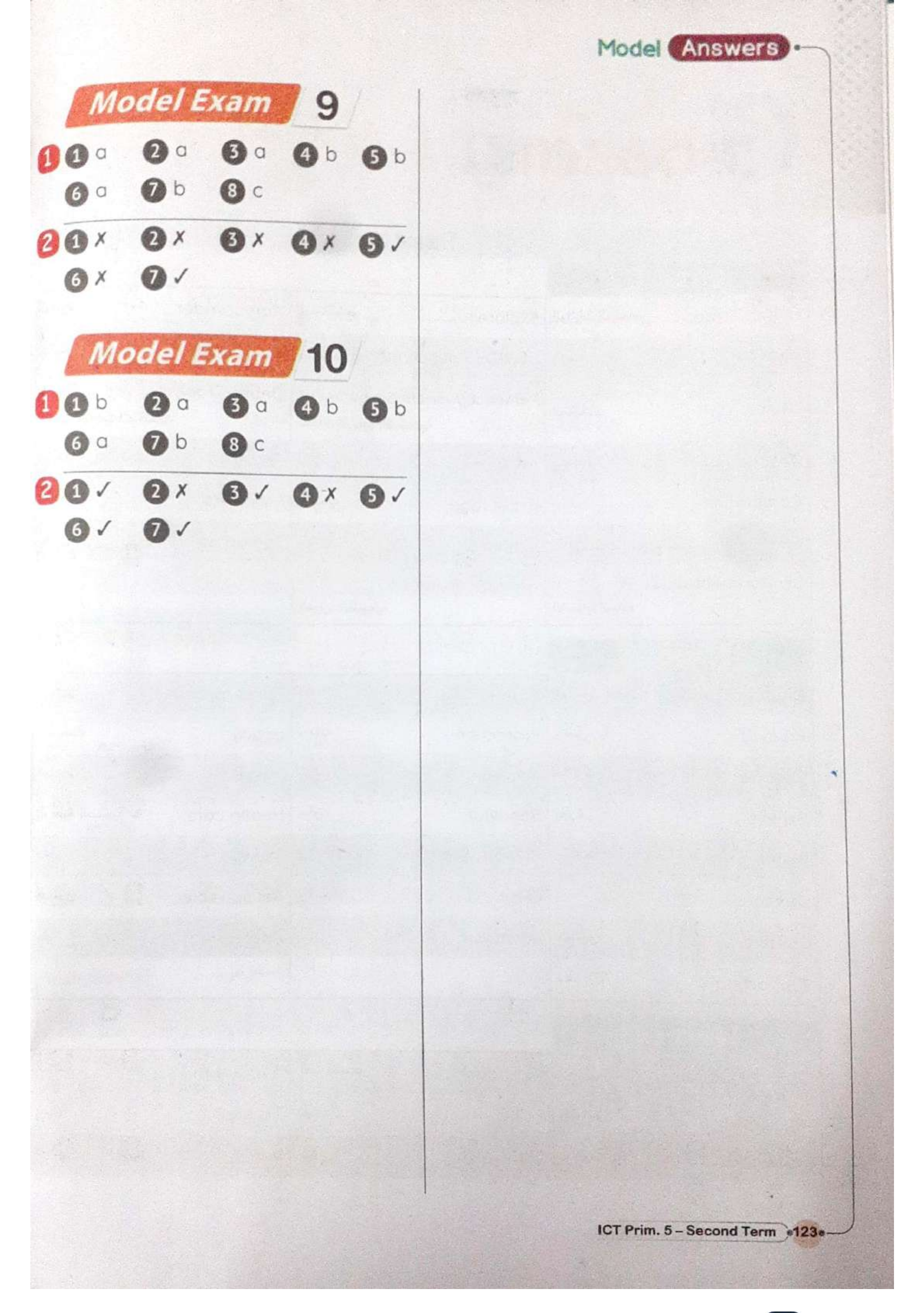
1. ① c ② a ③ b ④ b ⑤ a ⑥ a ⑦ c ⑧ b
2. ① ✓ ② ✓ ③ ✗ ④ ✓ ⑤ ✓ ⑥ ✓ ⑦ ✗

Model Exam 7

1. ① a ② b ③ a ④ c ⑤ c ⑥ a ⑦ b ⑧ b
2. ① ✗ ② ✓ ③ ✗ ④ ✓ ⑤ ✗ ⑥ ✓ ⑦ ✗

Model Exam 8

1. ① a ② b ③ c ④ b ⑤ b ⑥ b ⑦ a ⑧ c
2. ① ✓ ② ✗ ③ ✓ ④ ✓ ⑤ ✗ ⑥ ✓ ⑦ ✓



Model Exam 9

1
1. a
2. a
3. a
4. b
5. b
6. a
7. b
8. c

2
1. ✗
2. ✗
3. ✗
4. ✗
5. ✓
6. ✗
7. ✓

Model Exam 10

1
1. b
2. a
3. a
4. b
5. b
6. a
7. b
8. c

2
1. ✓
2. ✗
3. ✓
4. ✗
5. ✓
6. ✓
7. ✓

Glossary

Theme 3

Lesson (1)

United States الولايات المتحدة	Explorer المستكشف	Ambassador سفيرة
Director مديرة	COVID-19 pandemic جائحة كورونا	Association منظمة
Litter المخلفات	Personal protective equipment معدات الوقاية الشخصية	Debris Tracker تطبيق متعقب المخلفات
Description الوصف	Analyze يحلل	Piloted أطلقت
Campaigns حملات	Encourage لتشجيع	Followers متابعون
GPS نظام تحديد المواقع العالمي	Initiative مبادرة	Spread awareness نشر الوعي
Environmental issues القضايا البيئية	Natural resources الموارد الطبيعية	

Lesson (2)

Digital citizen المواطن الرقمي	Rights حقوق	Responsibilities مسئوليات
Privacy خصوصية	Protection حماية	piracy القرصنة
Engage مشاركة	Access الوصول إلى	Respect احترام
Exhibit يعرض	Behavior سلوك	Health care الرعاية الصحية
Fighting مكافحة	Climate change تغيُّر المناخ	Express يعبر
Opinions آراء	Clear واضحة	Responsible مسئول
Content محتوى	Advertise يعلن	Addressing معالجة
Supporting دعم		

Lesson (3)

Communication التواصل	Nickname اسم مستعار	Authority مسئول
Emotions مشاعر	Polite مهذب	Visible مرئية
Respectful محترم	Convey ينقل	Avoid تجنب

Appropriate مناسب	Jokes النكت	Nonverbal غير شفهي
Introduce yourself عرّف بنفسك	Tone of voice نبرة الصوت	Be clear كن واضحًا
Misinterpreted إساءة فهم	Peer قرين	Unfortunately للأسف
Abbreviate اختصر	Contractions اختصارات	Personal pronouns ضمائر شخصية
Encouraging phrases عبارات مشجعة		

Lesson (4)

Articles المقالات	Menus القوائم	Dictionaries القواميس
Scrolling التمرير	Encyclopedias الموسوعات	Taglines عبارات توضيحية
Interactive files الملفات التفاعلية	Overall theme لمحة عامة	Accurate دقيق
Creation إنشاء	Copyright حقوق النشر	Template نموذج
Features سمات	Homepage الصفحة الرئيسية	

Lesson (5)

Commercial تجارية	Non-commercial غير تجارية	Advertisements إعلانات
Opinions آراء	Products منتجات	Fake غير حقيقية
Services خدمات	Decision قرار	Misleading مضللة
Sell يبيع	Buy يشتري	Appealing مرغوب
Awareness الوعي	Customer reviews تعليقات العملاء	Rival business شركات منافسة
Geographic location الموقع الجغرافي		

Lesson (6)

Web browser متصفح الويب	Conciseness الإيجاز	Current page الصفحة الحالية
Graphs رسوم بيانية	Clarity الوضوح	Refinements محسنات
Toolbar شريط الأدوات	Charts مخططات	Punctuation علامات الترقيم
Sentence fragments أشباه الجمل	Links روابط	Capitalization errors أخطاء الأحرف الكبيرة

Glossary

Lesson (7)

Encyclopedias	موسوعات	Thesauruses	معاجم	Search engine	محرك البحث
Library	مكتبة	Copyright	حقوق النشر	Keywords	كلمات مفتاحية
Accurate	دقيقة	Directions	اتجاهات	Meta information	معلومات وصفية
Display	استعراض	Museums	متاحف	Icons	أيقونات
Appropriate	مناسبة	Unreliable	غير موثوقة		

Lesson (8)

Synchronous	متزامن	Polite	مهذب	Response	رد
Real-time	الوقت الفعلي	Patient	صبور	Complicated	معقد
Immediate	فوري	Asynchronous	غير متزامن	Tone	أسلوب
Serious	جاد	Lighthearted	لطيف	Clear	واضح

Theme 4

Lesson (1)

PhD	شهادة الدكتوراه	Air conditioners	مكيفات الهواء	Infrastructure	بنية تحتية
Agricultural land	الرقعة الزراعية	Progress	تقدم	Food security	الأمن الغذائي
Fossil fuels	الوقود الحفري	Reclaimed areas	المناطق المستصلحة	Efficiency	كفاءة
Monitoring	المراقبة	Thermostat	منظم الحرارة	Remote sensing	الاستشعار عن بعد
Sensors	أجهزة الاستشعار	Make decisions	اتخاذ القرارات	Irrigation	الري

Lesson (2)

Reliable	موثوق	Not responding	لا يستجيب	Efficiently	كفاءة
Restarting	إعادة التشغيل	Instructions	تعليمات	Binary	العد الثنائي
Investigating	التقصي				

Lesson (3)

Store	حفظ	Value	قيمة	Decimal system	نظام العد العشري
Quantity	كمية				

Lesson (4)

Planning التخطيط	Section جزء	Assign roles وزّع الأدوار
Interests الاهتمامات	Environmental issues قضايا بيئية	Numerous users مستخدمون متعددون
Insert إدراج	Attach a document إرفاق مستند	Explorer مستكشف

Lesson (5)

Gathering تجميع	Formula معادلة	Useful مفيد
Chart رسم بياني	AutoSum جمع تلقائي	Classify تصنيف
Numeric data البيانات الرقمية		

Lesson (6)

Presenting تقديم	Bold عريض	Audience جمهور
Impact تأثير	Content المحتوى	Photographs الصور الفوتوجرافية
Appealing way طريقة جذابة	Enhance تعزيز	Emphasis إبراز
Distracting تشتيت الانتباه		

Lesson (7)

Storyboards لوحة العمل	Outline خطوط عريضة	Chart مخطط
Organize ينظم	Sequence تسلسل	Pre-visualize تصور مسبقًا

Lesson (8)

Principles مبادئ	Attention انتباه	Variety متنوع
Subheading العنوان الفرعي	Heading العنوان	Suitable مناسب
Successfully بنجاح		